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INTRODUCTION

Knowledge is the most valuable asset an individual can possess. This study guide has been prepared to assist soldiers in preparing for appearance before Promotion, Soldier of the Month and NCO of the Quarter Boards. This guide is not meant to be the sole publication required to prepare one's self to appear before the board. There are many things a soldier needs to know that are not included in this guide. Users of the study guide should be aware that questions asked during the board are not limited to those found in this booklet. Areas such as current events, and MOS specific questions, etc., is the responsibility of the soldier.

PRE-BOARD PROCEDURES

Study! Don't limit yourself to any single study guide. Army regulations and pamphlets are constantly being revised and updated.

Check your records. Your Military Personnel Records will be available for the board members to look at. Be sure that your records are an accurate reflection of your military service. Don't wait until the last minute to do this. If something is missing, or incorrect, it may take time to fix it. Check your records well in advance of the board.

Check your uniform. Be sure that it fits properly and that all patches and insignia are correct. Then turn it in to the cleaners so that it is clean and pressed before your board appearance. Do this far enough in advanced so that a delay at the cleaner's will not leave you without a uniform on the day of the board. Get a fresh haircut before the board. Follow the regulation (AR 670-1), Wear and Appearance of Army Uniforms and Insignia. Have your supervisor check your uniform and appearance before you report to the board.

Know what is happening in the world. You may be asked about current events on the local, national and international level. Read the local papers.

Practice. Ask your supervisor to rehearse your reporting procedures and practice any questions that you may encounter on the board. Your bearing, self-confidence, and communication skills will be very important.

BOARD PROCEDURES

Reporting. You only get one chance to make a first impression! When it is your turn to appear before the board, knock LOUDLY on the door of the boardroom and enter only when told to do so. Normally, a board is composed of three to five members. The senior member is the President of the Board. He will normally be seated in the center.

Approach the president using the most direct route. When you are approximately three feet from the edge of the table in front of the president, halt at the position of attention, and render the hand salute. While saluting, you will report. The first word you will say will always be "Sir," "Ma'am," or "Sergeant Major," whichever the case may be. Next state your rank and last name, followed by the phrase: "Reporting to the President of the Board." Hold your salute until you have finished reporting and the president returns your salute.

Sitting. After you have reported and the president has returned your salute, he will probably direct you to be seated. When assuming the sitting position, maintain good military posture. Keep your back erect, knees in front of the chair and feet flat on the floor. Place your arms at your side and rest your hands comfortably on your upper thighs.

Introducing Yourself. When answering a question or furnishing an opinion, direct your response to the board member who asked the question. For example, 1SG Ryan, a member of the board asks, "What does the color brown on a map represent?" Your reply should be, "First Sergeant, the color brown on a map represents contour lines." Remember, always address the person with his proper title and give your answer using a complete sentence if possible. If the member is an officer, use "Sir", or "Ma'am". If the member is a noncommissioned officer, use "Sergeant", "First Sergeant", or "Sergeant Major". Be enthusiastic when giving your answer and maintain eye contact. It is important to remember that you will not be rated on your answer alone. Attitude and enthusiasm will contribute to the type of impression you make. If you did not understand or hear the question, do not hesitate to have the question repeated. Think about each question. Don't answer with "I don't know," until you have given the question some thought. If you don't know the answer to a question, admit it. Don't appear to be guessing. If asked your opinion on something, be honest and up-front. An opinion question should not be responded to with: "I don't know."

Exiting. When the President of the Board dismisses you, snap to the position of attention from the sitting position, and render the hand salute. If there is a motto or slogan, which is normally used with salutes in your unit, this is a good time to use it. When your salute has been returned, drop your hand smartly to your side, and exit the room by the most direct route. (Remember to step off with your left foot!)

A Note to the Leaders. Remember this and apply it to your situation as a leader: Soldiers who make a poor showing before a board were poorly prepared for it, and this reflects not only upon the soldier, but also upon the NCO who is that soldier's squad leader/supervisor. There is no "trick" to doing well before boards. One must look and act sharp, be relaxed but confident, and be prepared. Your personal assurance of confidence in your soldier's ability to do well before a board is the best thing you can give them. A leader can provide material to study, explain how boards operate, even conduct dry runs, but if a candidate does not believe their NCO is behind them 100%, they probably will not do well.

THE PROMOTION POINT

(DA Form 3355)
(AR 600-200)

The DA Form 3355, Promotion Point Worksheet is used to compute the number of administrative points a soldier will be awarded based on previous accomplishments and training.

Promotion points are determined by reviewing the soldier's Military Personnel Record Jacket (MPRJ) maintained by the Enlisted Records section at the Military Personnel Office (MILPO). It is vital that the records-jacket contains documentation of all training, education, awards and decorations. A records check will allow a soldier to update his records prior to computing Administrative Points.

Unit training records also provide information from which promotion points are computed. Weapon Qualification and Army Physical Fitness Test scores are used.

An example of a blank DA Form 3355 is provided in Appendix A.

THE BOARD MEMBER APPRAISAL

(DA Form 3356)
(AR 600-200)

The Board Member Appraisal Worksheet is used by each member of the board. It gives the board member an opportunity to evaluate the soldier's performance during the board in various areas.

1. Personal Appearance, Bearing and Self-confidence
2. Oral Expression and Conversational Skill
3. Knowledge of World Affairs
4. Awareness of Military Programs
5. Knowledge of Basic Soldiering (Soldier's Manual)
6. Soldier's Attitude (Includes Leadership and Potential for Advancement)

Each board member will evaluate the soldier in all areas listed on the DA Form 3356. The total number of points each board member can award is 200. The scores from all board members will be combined and averaged. This average score will determine how many points the soldier receives from the board.

There is also space for board members to make written comments pertaining to the soldier's board appearance.

Each board member is required to recommend "Promote" or "Do Not Promote". The majority of the board members must recommend "Promote" for the soldier to be placed on the Promotion Standing List.

These points coupled with the points available from the Promotion Point Worksheet make it possible (but difficult) to obtain a promotion cutoff score of 800.

Soldiers competing for promotion must attain minimum scores before they can be placed on the promotion standing list. Those minimum scores are 450 for E-5 and 550 for E-6.

An example of a blank DA Form 3356 is provided in Appendix B.

HISTORY OF FORT WAINWRIGHT

On 1 January 1961, when Ladd Air Force Base was transferred to the Army and renamed Fort Wainwright, it already had a notable history dating back to when Brigadier General Billy Mitchell championed for improved defenses in the state. He stated before Congress in 1935. "I believe in the future, he who holds Alaska, holds the world, and I think it is the most strategic place in the world."

Work finally began to build a cold weather experimental station in 1939, and the next year, Congress approved construction of an Army Airfield at Ladd. In September 1940, the first troops, about 50, arrived at Fairbanks.

During World War II, the installation was used as a troop dispersal point, a delivery point for lend-lease aircraft to Russian pilots and as a link in Alaska's air defense chain. Following the war, the post re-supplied and maintained the remote DEW radar sites and experimental ice islands in the Arctic Ocean.

Two years after Alaskan statehood, the Army assumed command of the post. Since then, various units have been stationed here, including the Yukon Command, the 171st Infantry Brigade (Mechanized), a Nike-Hercules Battalion and many others.

In the past 16 years, due to the large amount of land available here, Fort Wainwright is the largest post in Alaska, with 980,000 acres available for training. Fort Wainwright has been the site of some of the largest exercises in the Army, including "Acid Test," "Jack Frost," and the "Brim Frost" series of Joint Readiness Exercises.

Due to recent improvements, Fort Wainwright today is a modern, bustling post which features all the conveniences and services found at any Army installation.

It is the home of Headquarters, 172 Separate Infantry Brigade.

HISTORY OF FORT GREELY

Fort Greely, 105 miles southeast of Fairbanks, lies within a central valley and hill area known as the "Great Interior". It is bordered by the Brooks Mountain Range to the south. The main post area is six miles south of the junction of the Alaskan (ALCAN) and Richardson Highways.

Fort Greely is "Home of the Rugged Professional" and is a unique post. Although the main post is small, the entire reservation covers 677,000 acres, the Army's largest post in Alaska. It is used for arctic testing of the Army's equipment, and training the finest arctic soldiers in the world. Units of the 172nd Separate Infantry Brigade utilize the vast lands at Fort Greely for year-round field training exercises.

"We Battle Cold and Conquer Mountains" is fitting motto for the Northern Warfare Training Center (NWTC) at Fort Greely. NWTC is an exclusive joint service school that provides training in arctic survival, navigation of inland waterways, river crossing, military skiing, glacier-crossing techniques and mountaineering. Members of the cadre of NWTC provide the expertise needed for the High Altitude Rescue Teams (HART). They perform the vital mission of rescuing individuals stranded or lost in the high mountains of North America. The school not only trains soldiers to survive the arctic, but members of the other services, Reservists, ROTC and West Point Cadets.

The Cold Regions Test Center (CRTC) is in its second quarter century of service. Established in 1949, the center conducts tests of equipment and material under the stress of severe arctic conditions. A wide variety of items have been tested at the center and many have been commercially adopted. Tests have included year around evaluations on freeze-dried food, cold weather clothing and arctic oils and brake fluids. Cobra and UH-1 helicopters, guided missile systems, the TOW anti-tank weapon and a variety of other weapons have also been tested by CRTC. The Interior of Alaska provides the center with several important assets vital to this type of testing. Terrain and weather conditions at Fort Greely are typical of arctic and sub-arctic areas around the world.

The weather and terrain at Fort Greely provide the necessary natural environment to test equipment and man-machine interfaces. The center also maintains the many ranges surrounding the fort, which, in addition to their test purposes, are used by maneuver units of the Brigade and United States Army, Alaska (USARAK).

HISTORY OF FORT RICHARDSON

Fort Richardson was named for the pioneer explorer in Alaska, Brigadier General Wilds P. Richardson, who served three tours of duty in the rugged territory between 1897 and 1917.

The post occupies 64,470 acres of land north of the 49th state's port city, Anchorage. The main post area serves 6,000 soldiers and civilians and 4,000 family members.

Built during 1940-41 on the site of what is now the post's sister installation Elmendorf Air Force Base, Fort Richardson was established as the Headquarters of the United States Army, Alaska (USARAL) in 1947, and was moved to its present location in 1950.

Fort Richardson then had barracks for 500 soldiers, a rifle range, a few warehouses, a hospital and bachelor officer's quarters.

The early 50's saw an intensive building program designed to make the post more livable. More permanent barracks, family quarters, warehouses, a service club, underground utilities and a power plant were built.

Also, the first streets were paved, the post was landscaped, the first of four school buildings sprang up, and the field house and the theaters were completed.

For the first time since World War II, female soldiers were assigned to the post in 1961. Also in 1961, the United States Modern Biathlon Training Center was established at Fort Richardson to train military and civilian athletes in the Winter Olympic event that combines cross-country skiing and rifle marksmanship. (The facility was phased out in 1973).

Fort Richardson today is a modern, bustling post which features all the conveniences and services found at any Army installation.

Fort Richardson is now the headquarters for United States Army, Alaska (USARAK).



UNITED STATES ARMY ALASKA CREST

Activated March 28, 1941 at Fort Richardson as Headquarters, Alaska Defense Command

Redesignated October 27, 1943 as Headquarters, Alaskan Department

Redesignated November 15, 1947 as Headquarters, United States Army Alaska

Inactivated December 31, 1974 – Activated July 2, 1994

CAMPAIGN PARTICIPATION

World War II
Asiatic-Pacific Theater without inscription

DECORATIONS

None

SHOULDER SLEEVE INSIGNIA

A circular disk of a blue background upon which is superimposed a polar bear's head surmounted with a gold star. It represents the Army as guardian of the far north depicted by the polar bear, which, according to myth, is guardian of the North Star, represented by a yellow star.

Organization Day

October 29 commemorates the date in 1867 when Brevet Major General Jefferson C. Davis assumed command of the Military District of Alaska.



UNITED STATES ARMY ALASKA

DISTINCTIVE UNIT INSIGNIA

DESCRIPTION

A gold metal and enamel device 13/16 inches in height overall consisting of a blue (ultramarine) enamel background, arched at the top and bearing a five-pointed gold star, the field bordered by a band of gold rays (each beveled), overall in base two white enamel mountain peaks (one on each side), in the center issuing from the base the crest of a totem pole consisting of an eagle's head in proper colors facing to the right.

SYMBOLISM

The single star on the blue background stands for the North Star, which also appears on the state flag of Alaska. The gold rays forming an archway symbolize the mission of the United States Army Alaska as the first line of defense in North America, and also alludes to the Northern Lights. The totem pole and the snow-covered peaks are symbolic of Alaska. The American eagle as depicted by the Alaskan Indian with penetrating eyesight, and with exceptional hearing alludes to the alertness and protection offered by the United States Army Alaska.



172d INFANTRY BRIGADE
(Snow Hawks)

HERALDIC ITEMS

SHOULDER SLEEVE INSIGNIA

On an upright blue rectangle with rounded ends, 3 inches by 2 inches overall, and within a narrow white border and a wider red border 1/8 inch in width, a representation of the Great Dipper and Northern Star in yellow above two white-capped mountains and overall from top to bottom a blue bayonet, point up, edged white.

Combat Arms colors are represented, with the bayonet alluding to the infantry and symbolizing attack. The Great Dipper and North Star allude to Alaska, and the mountains refer to the terrain over which the units maneuver to gain and hold ground.

DISTINCTIVE INSIGNIA

A silver colored metal and enamel device 1 1/8 inches in height overall, consisting of a white triangular shape, the base of which is broken by four small blue triangles. Placed vertically in the center of the main triangle is a gold totem pole. Running parallel to the right side of the triangle and passing behind the totem pole is a blue and silver bayonet; to the left of the totem pole is an eight-pointed star (a mullet); below the triangle is a silver motto scroll bearing the inscription "Caveat" (Let Him Beware) in black letters.

The white triangle represents a snow-capped mountain, alluding to the Alaskan terrain in which the unit is trained to operate. The totem pole, consisting of an eagle sitting upon a bear, refers to the purchase of Alaska from Russia. The bayonet symbolizes infantry, as does the blue at the base of the mountain. The red mullet alludes to the Great Dipper, and the North Star represents Alaska, the state in which the brigade serves. The red mullet symbolizes artillery.

THE HISTORY OF HEADQUARTERS AND HEADQUARTERS COMPANY **172nd INFANTRY BRIGADE**

LINEAGE

Constituted 5 August 1917 in the National Army as Headquarters, 172nd Infantry Brigade, an element of the 86th Division. Organized 25 August 1917 at Camp Grant, Illinois. Demobilized in January 1919 at Camp Grant, Illinois. Reconstituted 24 June 1921 in the Organized Reserve as Headquarters Company, 172nd Infantry Brigade, an element of the 86th Division. Organized in January 1922 at Springfield, Illinois. Redesignated 23 March 1925 as Headquarters and Headquarters Company, 172nd Infantry Brigade. Redesignated 24 August 1936 as Headquarters and Headquarters Company, 172nd Infantry Brigade.

Converted and re-designated 31 March 1942 as the 3rd Platoon, 86th Reconnaissance Troop, 86th Division (Headquarters and Headquarters Company, 171st Infantry Brigade, concurrently converted and re-designated as the 86th Reconnaissance Troop [less 3rd Platoon], 86th Division). Troop ordered into active military service 15 December 1942 and reorganized at Camp Howze, Texas, as the 86th Cavalry Reconnaissance Troop, element of the 86th Infantry Division. Reorganized and re-designated 10 October 1945 as the 86th Mechanized Reconnaissance Troop. Inactivated 30 December 1946 on Leyte, Philippine Islands. (Organized Reserves re-designated 25 March 1948 as the Organized Reserve Corps; re-designated 9 July 1952 as the Army Reserve.)

3rd Platoon, 86th Reconnaissance Troop, converted and re-designated 20 May 1963 as Headquarters and Headquarters Company, 172nd Infantry Brigade, and relieved from assignment to the 86th Infantry Division; concurrently, withdrawn from the Army Reserve and allotted to the Regular Army (remainder of troop – hereafter separate lineage). Activated 1 July 1963 in Alaska. Inactivated 16 April 1986 in Alaska.

CAMPAIGN PARTICIPATION CREDIT

World War I

Streamer without inscription

World War II

Central Europe

DECORATIONS

None

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ALASKA ARMY HISTORY

The Army has served in Alaska since 1867, when soldiers of the US Army, 9th Infantry Regiment took part in the ceremonies that raised the Stars and Stripes of Sitka and transferred Russian America to the United States. Senator Charles Sumner is usually credited with selecting the native word “Alaskan”, to name the newly acquired territory.

Brevet Major General Jefferson C. Davis assumed command of the territory, which remained an Army responsibility for the next ten years. During that decade, a garrison of 500 officers and men were assigned to Alaska.

The troops were withdrawn from Alaska in 1877, and for the next two years, Alaska was to be controlled by Treasury officials. During this time, natives and lawless adventurers proved to be more than the officials could cope with. In the spring of 1879, Navy vessels were diverted to Alaska to restore order. The Navy formed a quasi-military government and directed Alaskan affairs until 1884 when Congress organized a civil government.

Between 1869 and the Gold Rush era, pioneering Army expeditions, evicted the Hudson's Bay Company from Fort Yukon; operated weather stations; opened up the approaches to the Klondike and explored the major river systems of the interior. United States Army officers Raymond, Schwatka, Abercrombie, Glenn, Allen, Ray, Randall, Brigadier General Wilds P. Richardson and others were commemorated on the map of Alaska for these accomplishments.

The lawless days of '98 initiated the Alaska-Canada boundary dispute and the need for law enforcement and aid to destitute prospectors. The military Department of Alaska bolstered the stand of the United States on the boundary question, which was later settled by convention in London. The Army brought law and order and fed the starving miners.

Meanwhile, the US Army Signal Corps established telegraph, wireless, and cable links between far-flung forts and camps in Alaska, and connected the system to the United States by Submarine cable.

The Richardson Highway parallels much of the old Richardson trail which served the Washington-Alaska Military Cable and Telegraph System (WAMCATS) from Fort Liscum (Valdez) to Fort Egbert (Eagle). It is a monument to Army builders in Alaska.

Military forces in Alaska were never large until World War II. Even World War I bypassed Alaska. As late as 1939, the one active military establishment was manned by merely 11 officers and 286 enlisted men.

Construction of another Army post six miles northeast of Anchorage began on 8 June 1940. The War Department General Orders Number 9, 12 December 1940, designated the military reservation as Fort Richardson, and the flying field at Fort Richardson was designated Elmendorf Field. When the Japanese attacked Pearl Harbor, there were only token ground forces and 32 military aircraft in the Territory.

When World War II began, the War Department authorized a buildup in Alaska to meet the threat presented by the Axis. The Army Air Corps recommended that airfields be built at Fairbanks and Anchorage. Those sites were selected in 1934 on the basis of a study done by Lieutenant Colonel Henry H. (Hap) Arnold, who had led an Alaska map and survey mission. Colonel Arnold commanded the Army Air Forces in World War II and achieved the 5-star rank of General of the Army.

The Japanese invasion of Kiska and Attu in the Aleutians emphasized the strategic importance of Alaska. US Forces retaliated rapidly by air and sea, and on 11 May 1943, Army troops operating under Navy cover landed on Attu and regained control of the island after 19 days of bitter fighting. The Japanese abandoned Kiska after Attu was reclaimed.

Highlighting the war period was the epic task performed by the US Army Corps of Engineers in building the Alaska Highway. It gave the territory its only overland link with the rest of the Western Hemisphere.

The nation's first unified command was established as the Alaska Command (ALCOM) on 1 January 1947, to exercise joint operational control over assigned Army ground forces, Army air forces and certain Navy forces. Later that year, Army troops, until then, under the direct control of the Army's Alaska Department, were redesignated as the United States Army, Alaska (USARAL), the Army component of ALCOM.

When the Air Force was organized from the Army Air Corps in 1947, steps were taken to convert Fort Richardson and Elmendorf Field into separate installations. On 15 October 1950, the Army released to the Air Force the land that is now Elmendorf Air Force Base, and began construction of new facilities at its present Fort Richardson site, eight miles from Anchorage. USARAL Headquarters moved to its new location on 3 January 1953.

During and shortly after the war years, several posts were established in Alaska. Some were inactivated and several became Air Force Bases. The Navy assumed control of still others, and the remainder were retained by the Army. The Army installation known as Fort Greely (near Big Delta, Alaska) was initially occupied by Army forces in 1941 and became the site for Army cold weather maneuvers. The fore runner of today's US Army Cold Region Test Center and the US Army Northern Warfare Training Center were stationed there. This location became an established Army post called "Big Delta, Alaska" on 6 May 1947; and on 21 June 1953, the name was changed to Fort Greely, Alaska". On 1 January 1961, Ladd Air Force Base (near Fairbanks) was transferred to Army jurisdiction and was named "Fort Jonathan M. Wainwright".

Following World War II, troops of both the 71st and 2d Infantry Divisions served in Alaska. In 1963, a re-organization established the 171st Infantry Brigade (Mechanized) at Fort Wainwright and the 172d Infantry Brigade (Mechanized) at Fort Richardson as major subordinate commands of USARAL. In 1969, both Brigades were converted to Light Infantry. At the end of 1972, the 171st stood down in accordance with a policy of troop reduction. The 172d absorbed the remaining units of the departing brigade.

In 1974, Restructuring of Overseas Elements (Project ROSE) implemented a worldwide program to increase the utilization of military personnel in combat rather than support functions.

On 1 July 1974, USARAL lost its status as a separate major command and became subordinate to the United States Army Forces Command (FORSCOM), headquartered at Fort McPherson, Georgia. The USARAL designation remained until the end of the year and on 1 January 1975, USARAL was replaced by the 172d Infantry Brigade, Alaska.

The 6th Infantry Division (Light) was activated on 23 March 1986 at Fort Wainwright, Alaska and during a follow-up ceremony at Fort Richardson, Alaska on 24 March 1986.

ADMINISTRATIVE SEPARATIONS

Reference: AR 635-200

1. Administrative separations are separate and distinct from discharges given by court-martial. What is the purpose of administrative separations?

To promote readiness by maintaining high standards of conduct and performance.

2. What are the two types of discharge certificates for administrative discharges?

Honorable and General.

3. Under AR 635-200, what grounds may a soldier use to request a voluntary discharge?

Hardship/Dependency, Conscientious objection, Good of the Service, Convenience of the Government, Pregnancy, and Retirement for Length of Service.

4. Under Chapter 13, AR 635-200, what actions may be grounds for discharge involuntarily for unsatisfactory performance?

If the commander decides that the soldier will not develop sufficiently to participate satisfactorily in further training and/or become a satisfactory soldier.

Soldier's retention would have an adverse impact on military discipline, good order and morale.

It is likely that circumstances forming the basis for elimination on action will continue or recur.

It is likely that soldiers will be disruptive influence in present and future assignments.

The ability of the soldier to perform duties effectively in the future, including potential for advancement or leadership is unlikely.

The soldier meets retention medical standards.

5. What type of discharge may a soldier receive when discharged for unsatisfactory performance under Chapter 13, AR 635-200?

An Honorable or General discharge certificate.

6. In accordance with Chapter 1, AR 635-200, what commander may generally order separation?

Those commanders which are the general court-martial authorities and their superior commanders.

7. What type of discharge may a soldier receive when discharged for misconduct UP Chapter 14, AR 635-200?

Honorable, General, or Under Other Than Honorable Conditions

8. Under Chapter 9, AR 635-200, what actions may be grounds for involuntary discharge for alcohol and/or drug abuse, rehabilitation failure?

If referred to the ADAPCP for alcohol and/or drug abuse, soldier may be separated because of inability or refusal to participate in, cooperate, or successfully complete such program.

9. What type of discharge may a soldier receive when discharged for alcohol and or drug abuse UP Chapter 9, AR 635-200?

Honorable or General discharge.

10. Under Chapter 5, AR 635-200, may a soldier be discharged for inability to perform his or her prescribed duties due to parenthood, a personality disorder, concealment of an arrest record, or failure to meet the Army Weight Control Standards?

Yes.

11. Should an individual be formally counseled concerning his shortcomings prior to the commander initiating involuntary discharge action?

Yes.

12. Administrative separations are separate and distinct from discharges given by court-martial. What is the purpose of administrative separations?

To promote readiness by maintaining high standards of conduct and performance.

ARCTIC SURVIVAL

Reference: FM 21-76 and TC 21-3

1. What is wind-chill?

Wind-chill is the effect of moving air on exposed flesh.

2. What does the keyword COLD represent?

C - Keep clothing clean.

O - Avoid overheating.

L - Wear clothing loose and in layers.

D:- Keep clothing dry.

3. What is hypothermia?

The lowering of the body's temperature at a rate faster than the body can produce heat.

4. What is frostbite and what are the two levels of frostbite?

Freezing of body tissue.

Light frostbite.

Deep frostbite.

5. How deep should the snow be for the site of a snow cave?

About three (3) meters.

6. What are the four (4) requirements for survival in the arctic?

Food, water, shelter, and heat.

7. Name three (3) common health hazards in the arctic.

Cold Dieresis (an increased excretion of urine.)

Constipation

Dehydration

Snow Blindness

Sunburn

Trench and Immersion Foot

ARMY HISTORY

1. When did Congress authorize an Army?

The U.S. Army was authorized on 14 June 1775.

2. When and by what means was the Medal of Honor established?

The Medal of Honor was established on 12 July 1862 by an act of Congress.

3. When was the Military Academy at West Point established and who are some of the distinguished graduates of the Academy?

The Academy was established on 16 March 1802. Some of the distinguished graduates include General Robert E. Lee, Ulysses S. Grant, Douglas A. Mac Arthur, Dwight D. Eisenhower, and John J. Pershing.

4. When was the National Security Act signed into law and what did it accomplish?

The National Security Act was signed by President Truman on 26 July 1947. It established the Office of the Secretary of Defense, gave the Secretary of Defense Cabinet status and established separate Departments of the Army, Navy, and Air Force. Additionally, it established the Joint Chiefs of Staff.

5. What was the major significance of the National Defense Act of 1916?

The National Defense Act of 1916 divided the Army into Regular Army Volunteer Army, Organized Reserves and National Guard.

6. What monetary compensations are winners of the Medal of Honor entitled to?

\$200 per month for life.

7. What military leader demanded "Send me men who can shoot and salute"?

General John J. Pershing, in the First World War.

8. How many Army General Officers have attained the rank of General of the Army (five star) and what are their names?

Henry H. "Hap" **Arnold**
Omar N. **Bradley**
Dwight D. **Eisenhower**
Douglas A. **MacArthur**
George G. **Marshall**
John J. **Pershing** (considered by some authorities to have been equivalent to a five star rank)

9. Who was the first black General in U.S. Army history and when was he appointed as General?

Brigadier General Benjamin O. Davis was appointed on 25 October 1940.

10. When were Blacks officially allowed to join the U.S. Army and what were their units called?

On 22 May 1863, the War Department established a Bureau of Colored Troops to organize and supervise black units assigned to the Army. They were known as the United States Colored Troops and over 180,000 blacks served in this unit.

11 The infantry is the oldest branch in the Army. What is the oldest insignia in the Army?

The shell and flame presently used as the Ordnance Corps Insignia. It was initially the Infantry's.

12. Who was the first General to lead an American Army?

General George Washington.

13. Who said "I shall return" and where?

General Douglas MacArthur in the Philippines.

14. What was General MacArthur's rank at the time of his retirement?

General of the Army.

15. What are the prerequisites for becoming President of the United States?

U.S. born citizen, 35 years old.

16. How is a Constitutional amendment ratified and what is the normal time limit?

The legislatures of 2/3 of the states must approve ratification, normally within seven years.

17. How many votes does it take to override a President's Veto?

Two-thirds vote of both the Senate and the House of Representatives.

18. How many Senators and Representatives are there in the U.S. Congress, and how is this number determined?

One hundred (100) Senators; two (2) from each state; 435 Representatives, the population of each state determines the number of Representatives.

19. What did the 15th and 19th Amendments to the U.S. Constitution accomplish?

They guaranteed the right to vote regardless of race, color, or sex.

20. How many members does the Supreme Court have, and who appoints them?

One (1) Chief Justice and eight (8) associate justices who are appointed by the President and confirmed by the Senate.

ARMY PROGRAMS

ACS/AER/RED CROSS/APFT/WEIGHT CONTROL

1. What does ACS stand for?

Army Community Service.

2. What are some of the services that Army Community Service provides?

Financial assistance, professional counseling (family, hardship discharge, compassionate reassignment), foster care, relocation services, family member employment assistance, loan closet, food locker assistance, exceptional family member program, budget counseling, family violence prevention, family education, and outreach services.

3. What does AER stand for?

Army Emergency Relief.

4. What are some of the services that AER provides?

Financial assistance to active duty soldiers, widows and orphans of soldiers, retired personnel, and their families when an unforeseen financial crisis arises. Reasons for assistance may include: non-receipt of authorized pay, emergency travel expenses, payment of rent to prevent eviction, payment of utilities to prevent termination, and disaster or fire. Low cost student loans are also available.

5. What services does the Red Cross provide?

Red Cross provides communication and verification for emergency leave for service members and their families in times of family illness, death, or other emergencies. other services include Adult and Infant CPR classes, swimming classes, and various instructor classes.

6. How are ACS, AER and Red Cross funded?

Through donations.

Alcohol and Drug Prevention and Control Program

Reference: AR 600-85

1. What does ADAPCP stand for?

Alcohol and Drug Abuse Prevention and Control Program.

2. What are the three overall objectives of the program?

Prevention, identification, and rehabilitation (restore soldier to duty.)

3. What does the acronym CCC stand for?

Community Counseling Center.

4. How many tracks are there in the ADAPCP?

Three (3): Track I, II, and III

5. Does a commander have to be notified of a service member's enrollment in the ADAPCP?

Yes.

6. What are the two objectives of the rehabilitative portion of the program?

- a. To restore individuals identified as abusers to effective duty.
- b. To identify individuals for elimination.

7. Can a soldier be discharged from the service for alcohol and drug abuse?

Yes.

8. How can you identify alcohol and other drug abusers?

- a. Voluntary (self) identification.
- b. Command identification.
- c. Medical identification.
- d. Biochemical testing (urinalysis).
- e. Investigation/apprehension.

9. How much alcohol must a person have in their system to be considered drunk on duty.

.05 percent blood/alcohol level.

10. Who's BAC level does the Military Police use to determine a DUI.

The state in which the Army installation is located.

Army Continuing Education System

Reference: AR 621-5

1. What are the goals of the Army Continuing Education System (ACES)?

- Develop confident leaders.
- Provide self-development opportunities for soldiers and adult family members.
- Provide self-development opportunities for Department of Army Civilians (DACs.)
- Provide self-development opportunities for DAC ACES professional and support staff.

2. What program replaced BSEP?

FAST - Functional Academic Skills Training.

3. What does the acronym SOCED stand for?

Service members **O**ppportunity **C**olleges **E**ducation. A system of voluntary, off-duty Associate and Bachelor Degrees and certificates programs in various technical or general areas of study offered through an Army-wide network of SOC institutions.

4. What are two (2) mission-related to language training programs in the Army?

Headstart and Gateway.

The Army Physical Fitness and Weight Control Program

References: FM 21-20, AR 600-9, and AR 350-41

1. What is the primary objective of the Army Weight Control Program?

The primary objective is to insure that all personnel are able to meet the physical demands of their duties under combat conditions and present a trim military appearance at all times.

2. What is meant by the term "overweight"?

An individual is considered overweight when his/her body fat exceeds the set forth in AR 600-9.

3. Why should every soldier be physically fit regardless of age or duty assignment?

It is essential to the readiness and combat-effectiveness of the Army.

4. Whose responsibility is it for a soldier to maintain a satisfactory level of physical fitness?

This responsibility is shared by each officer/soldier and his/her commanding officer.

5. What are the objectives of the Army Physical Fitness Program?

1. Anaerobic conditioning.
2. A healthy lifestyle that includes good nutrition, avoidance of smoking and drug use, and stress management.
3. Body composition.
4. Cardiorespiratory endurance.
5. Competitive spirit, the will to win, and unit cohesion.
6. Flexibility.
7. Muscular strength and endurance.
8. Self-discipline.

6. Do physical fitness and weight control set good examples in military appearance?

Yes.

7. In what way does physical conditioning benefit an individual?

It builds the individual's morale, self-confidence, and overall well-being.

8. How often is the physical fitness test recommended to be conducted?

Semi-annually.

9. What is considered a minimum passing score?

180 points.

10. When should body fat composition be determined?

- a. When the body weight exceeds the screening table weight in AR 600-9.
- b. When the unit commander or supervisor determines that the individual's appearance suggests that he/she may be overweight.

11. Are soldiers removed from the weight control program after they meet the weight standards in the screening table of AR 600-9?

No. The screening table will not be used to remove soldiers from the Weight Control Program. A soldier must meet the body fat standards to be removed.

12. Who does the physical fitness policy apply to?

The physical fitness policy applies Army wide. It includes all soldiers, functional branches, all units and operating agencies.

13. What is the purpose of physical fitness testing?

The purpose of physical fitness testing is to give soldiers an incentive to stay in good physical condition and to allow commanders a means of assessing the general fitness levels of their units.

The Equal Opportunity Program

Reference: TC 26-6

1. What is the definition of Equal Opportunity?

Equal opportunity means equal consideration and treatment based on merit, fitness, capability, and potential.

2. What is the definition of an ethnic group?

A group of individuals distinguishable from the general population by actual or perceived cultural criteria, such as language, lifestyle, religion, or national origin.

3. What is a minority group?

Any group distinguishable from the general population by race, religion, sex, age, or national origin.

4. What are the learning objectives of Equal Opportunity Training?

1. To facilitate and improve the soldiers' understanding of the entire equal opportunity program for the United States Army.

2. To inform unit members about potential sources of minority and gender dissatisfaction and interracial/intersexual tension in the Army.

3. To provide the chain of command with contemporary information and feedback on the status and progress of the Equal Opportunity Program.

5. What is the primary channel for correcting discriminatory practices?

The chain of command.

6. What are the components of the Equal Opportunity Program?

Affirmative Action, Education, and Training.

7. Who has responsibility for the training of units in equal opportunity matters?

Unit commanders.

8. What is the role of the Equal Opportunity Representative?

To assist the commander in the conduct of the unit Equal Opportunity Program and act as discussion leaders, moderators, or facilitators.

9. Who are the principle assistants to the commander in the development and supervision of Equal Opportunity matters?

A Equal Opportunity staff officers and Equal Opportunity advisors.

10. What does the Army mean by the term "affirmative action"?

Equal opportunity activities of which go beyond nondiscrimination and include planned and positive steps to identify and eliminate discriminatory practices, past or present.

11. What is the objective of affirmative action?

To assume that treatment of all personnel is based on merit, fitness, capability and job-related factors, and not arbitrarily on race, color, sex, national origin, religion, or other irrelevant factors.

Noncommissioned Officer Evaluation Reports

Reference: DA Circular 623-88-1

1. Why was the NCOER designed?

The NCOER was designed to strengthen the ability of the NCO Corps to meet the professional challenges of the future through the inculcation of Army values and basic NCO responsibilities. The continued use of the Army values and NCO responsibilities as evaluation criteria provides and reinforces a professional focus for the rating chains view of performance. The information in the evaluation reports the Army's needs, and the individual NCO's qualifications are used together as a basis for such personnel actions as school selection, promotion, assignments, MOS classification, CSM designation and qualitative management. It influences the soldier's career objectives and measures the quality of the NCO Corps. It also largely determines the senior enlisted leadership of the Army.

2. The NCOES Circular applies to soldiers in what pay grade?

Soldiers in the rank of Corporal and above.

3. What are the types of Noncommissioned officer Evaluation Reports?

First, Annual, Change of Rater, Complete the Record, and Relief for Cause.

4. What is the minimum rating period of an NCOER?

Three (3) rated months, except for Relief for Cause reports.

5. When an NCOER not normally be prepared for an NCO?

NCOERs will not normally be prepared for NCOs who are within four (4) months (based on "thru months of the report) of an approved voluntary retirement date or retirement in lieu of accepting a Permanent Change of Station assignment or reassignment, unless an annual report is normally due or if a report is requested by the rater of the rated NCO.

6. When will a soldier departing on Temporary Duty (TDY) or Special Duty (SD) receive a change of rater report?

A soldier will receive a report while on TDY or SD when:

a. They are there to attend academic or training institution on a full-time basis for a period of 90 days or more.

b. There to perform duties not related to his primary functions in his parent unit or under a different immediate supervisor for three rated months or more. The report is not authorized if the rated NCO will still be responsible to or be receiving instructions from his rating officials in his parent unit.

7. What is the minimum supervised rating period required to meet rater and senior rater qualifications on First Annual Change of Rater, and Complete the Record Reports.

The rater and the senior rater must be designated for a minimum period of 3 rated months.

8. When is a First NCOER prepared on a soldier?

The first NCOERs beginning date will be determined by the date of the event requiring a report.

9. On what form in your MPRJ is the NCOER information listed on?

DA Form 2-1.

10. What qualifications are necessary in order for a service member to become a rater?

The rater must be: A first line supervisor and designated as rater for a minimum of 3 rated months. A rater must be a Sergeant or higher, if military, and senior to the rated NCO by either grade or date of rank.

11. Are members of Allied Forces authorized to be in the rating chain for US Army Personnel?

No.

12. When can a commander appoint a US Civilian as a rater or senior for soldiers?

When a first line supervisor is not available and the civilian supervisor is in the best position to evaluate the soldier's performance.

13. What are the primary forms used in the NCOES?

DA Forms 2166-7 and 2177-7-1.

14. How must the blocks on an NCOER be filled in?

With **Xs** **hand written** in black ink.

15. How are individual bullet comments identified on a NCOER?

With a small O's preceding each comment.

16. When is a bullet comment required and what is its maximum length?

A bullet comment is required with an annotation of "NO, Excellent, and or Needs Improvement. The comment cannot exceed two (2) lines and must be one (1) comment. Individual bullet comments are **double-spaced**.

17. Who is responsible for submitting an appeal to a NCOER?

The individual soldier.

18. Can a **promotable** SGT rate a **non-promotable** SGT?

Only if the rater is senior in grade or date of rank.

19. When must initial counseling be done?

Within 30 days of the rating period.

20. How often must counseling take place after the initial counseling?

Quarterly, thereafter.

21. Are facsimile signatures authorized?

No.

22. What is the use of DA Form 2166-7-1.

NCO Counseling form.

Noncommissioned Officer Education System

Reference: AR 351-1

1. What is the Noncommissioned Officer Education System (NCOES)?
 - a. Provides leader and MOS skill training in residence, focusing on tasks in the next higher level.
 - b. An integrated system of resident training, supervised on-the-job training (SQJT), self-study and experiences (OJE) which provides job-related training of soldiers throughout their careers.
2. How is Advanced NCOES course selection made?

DA Selection board.
3. What is the highest level NCOES course?

US Army Sergeants Major Academy.
4. Who is eligible for selection and attendance to the Advanced Course?

Staff Sergeants and Sergeants First Class.
5. What are the objectives of the NCOES?
 - a. To train NCOs to be trainers and leaders of soldiers who will work and fight under their supervision.
 - b. To provide tactical and technical job training and to improve collective mission proficiency through increased individual proficiency of NCOs.
6. What ranks are eligible for attendance at PLDC (Primary Leadership Development Course)?

Specialist, Corporal, Sergeant, Staff Sergeant.
7. What skills does the PLDC develop?

Leading and training duties, responsibilities, and authority of the NCO.

8. What is the mission of the Army School System?
- a. To prepare Army personnel to perform their duties in war and peace.
 - b. To support training research and systems development.
 - c. To take part in the formulation of military doctrine.
 - d. To develop strategy for export of training programs to the unit level.
 - e. To promote the highest standard of professional military competence.
9. What are the four levels of NCOES training?
- Primary, Basic, Advanced, and Senior.

Passes and Leave

Reference: AR 630-5

1. Is a pass a right or a privilege?

A pass is privilege (**not a right**) awarded to deserving individuals by their commanders.

2. Can a special three-day pass be given during the normal duty such as Tuesday, Wednesday and Thursday?

Yes.

3. Can a special four-day pass be given during the week such as Monday through Thursday?

No. A four-day pass must include two consecutive **non-duty** days.

4. What is the maximum number of days which may be taken for a Reenlistment Leave"?"

The soldier is authorized 30 days, and may take up to 90 days.

5. What is the difference between annual (ordinary) leave and convalescent leave?

Annual leave is charged against the soldier's leave account and convalescent leave is not because it is part of prescribed medical treatment.

6. What is the difference between an accrued leave and an advanced leave?

Accrued leave is leave earned and advanced leave is granted prior to actual accrual of leave time.

7. Is administrative absence chargeable as leave?

No.

8. For what reason is an administrative absence authorized?

To attend or participate in activities of semi-official nature to the benefit of the Department of the Army.

Promotions

References: AR 600-200, AR 611-201

1. What could cause a soldier to be in non-promotable status?
 - a. Bar to reenlistment.
 - b. Punishment under UCMJ.
 - c. Suspension of favorable personnel actions (flag).
 - d. AWOL.
 - e. Confinement.
 - f. Pending reclassification for inefficiency or disciplinary reasons.
 - g. Not being qualified for reenlistment.
 - h. Under court-martial charges.
 - i. Without appropriate security clearance of favorable investigation for promotion to the grade and MOS.
 - j. Approved volunteer retirement.
 - k. Failed the APFT or have not taken one in the last 9 months.
 - l. Attendance at ADAPLP.
2. What are the three levels of promotion?

Unit level, Semi-centralized, DA Centralized.
3. What should you look for when recommending an individual for promotion?
 - a. Overall performance.
 - b. Attitude.
 - c. Leadership ability.
 - d. Development potential.
4. Should an individual be promoted solely on time in grade/time in service?

No. Only the best qualified personnel should be promoted.
5. Who recommends a soldier for promotion?

Must be recommended or have concurrence in recommendation from the unit commander. If duty is under other than unit commander to which assigned, the recommendation will be endorsed by attached or administrative unit commander. Waiver is not granted.
6. What is the minimum time a soldier must wait between being boarded and promoted?

The promotion points will be effective 3 months from the first day of the board month.
7. Who has the authority to promote personnel to SFC and above?

Department of the Army.

8. What are the maximum number of points you can receive on a promotion board?

200 points.

9. What is promotion restriction?

Soldiers serving an enlistment for which they have received a VRB, SRB, or EB will not be promoted outside their CPMOS.

10. What are the 5 types of authority for promotion?

- a. Company Level Commander: SPC and below.
- b. Battalion Level Commander: SGT and SSG.
- c. HQDA: SFC, MSG, SGM and posthumous promotion.
- d. Commanders of medical facilities for hospitalized soldiers.
- e. Commandants and Commanders of some training facilities.

11. In computing time in service, what date is used?

Basic Active Service Date (BASD).

12. How many months before meeting secondary zone time in service can you appear before a SGT or SSG promotion board.

Three (3) months for SGT and five months for SSG.

Total Army Retention Program

Reference: AR 601-280

1. Who can reenlist or extend you?

Any commissioned officer or warrant officer can reenlist or extend any enlisted member in the US Army.

2. When an individual is re-enlisting, what should be in the area of the person administering the oath?

The United States Flag should be prominently displayed during a reenlistment ceremony.

3. Who is responsible for the reenlistment program?

The Total Army Retention Program is a commander's program. Both the retention and transition aspects of the program require command interest and involvement at all levels, including the senior NCO Corps.

4. Who provides retention objectives to MACOMs?

Headquarters Department of the Army

5. When should the first reenlistment interview be conducted?

Within 5 working days of assignment to the unit (in-processing all soldiers), and 60-90 days after assignment to the unit (job performance all soldiers).

6. When are soldiers interviewed by the unit commander for career guidance interview?

11 to 12 months prior to ETS.

7. Who will conduct the reenlistment interview of all soldiers on an enlistment of three years or more, eight to nine months prior to their ETS?

The battalion retention NCO will conduct this interview.

8. How many reenlistment options are there?

There are 14 reenlistment options.

9. What age do you need to be to be eligible for reenlistment?

Any person who is not younger than 18 or older than 55 years of age is eligible for reenlistment.

10. Who can initiate a DA Form 4126-R, Bar to Reenlistment Certificate?

Any commander in the individual's chain of command can initiate a bar to reenlistment.

11. What are the objectives of the Army Retention Program?

Reenlist, on a long term basis, the greatest number of highly qualified soldiers consistent with the Army's needs.

12. What are the reenlistment periods available for immediate reenlistment in the US Army today?

Personnel can reenlist for two (2) , three (3), four (4), five (5), or six (6) years.

13. What is the BEAR program?

It allows eligible soldiers an opportunity to extend their enlistment for formal retraining in a shortage MOS that is presently in the SRB Program, and upon completion of retraining the soldier is awarded the new PMOS. The soldier then re-enlists and receives an SRB in the newly awarded PMOS.

14. What DA Form is used to record reenlistment data?

DA Form 1315.

15. What does the CONUS station of choice reenlistment option guarantee?

A minimum of 12 months duration at a station in CONUS of the reenlistee's choice.

Sick Call and Medical Services

References: AR 40-3, AR 630-5

1. Who is responsible for determining which soldiers will receive treatment in, be admitted to, and be discharged from an Army Medical Treatment Facility?

The commander of the particular medical treatment facility.

2. What is sick call?

The daily assembly of sick and injured military duty personnel for examination and routine medical care.

3. What is the form used as authorization for an individual going on sick call?

DD Form 689, Individual Sick Slip

4. What is the purpose of convalescent leave and its primary purpose?

To assist in the restoration of health and when used properly, it can expedite an individual's return to full duty. It is primarily used to allow individuals to recuperate at home instead of keeping them in the hospital.

5. How often must an active duty person get a dental examination?

At least once a year.

6. Who is responsible for having patients report for dental appointments promptly and for canceling appointment when they can't be kept?

The unit commander.

7. What is primary objective preventive dentistry?

The prevention and control of oral disease is a priority aspect of the dental care program.

8. What is the objective of the preventive veterinary medicine program?

The early detection and prevention/control of animal diseases that are transmittable to humans.

9. Can immunizations be administered to service personnel without their consent?

Yes.

10. Who is responsible for the medical treatment of service members if they are confined or committed by a civil authority?

The civil authority has the responsibility until the service member is relinquished to the military authorities.

11. Under what circumstances may an individual obtain civilian medical care without prior authorization from the approving authority?

In emergencies. When serving outside the Continental United States and not under the jurisdiction of an approving authority. When the medical condition will not exceed \$250.00 in cost. When a person is AWOL and requires emergency medical care.

12. What is the objective of the emergency medical care?

To develop the military resources required for medical support of the Armed Forces.

13. Are Dependent Parents or Dependent Parents-in-Law authorized treatment under CHAMPUS?

No.

14. Are medical examinations authorized for insurance purposes?

Yes, with limitations of local resources.

15. Can family planning services be provided at Army Medical Treatment Facilities?

Yes, they can be provided to the extent that professional capabilities and facilities permit.

16. Does CHAMPUS cover active duty service members?

No. Only their families.

17. Who has technical control of all Army Medical Treatment Facilities?

The Surgeon General.

AWARDS AND DECORATIONS

References: AR 672-5-1 and AR 670-1

1. Who may recommend an award?

It is the responsibility of any individual having personal knowledge of an act, achievement, or service believed to warrant the award of a decoration to submit a recommendation into military channels for consideration.

2. Can an award be revoked once it is presented? If so, why?

Yes. If facts previously unknown surface that would have prevented original approval of the award had they been known at the time of the award.

3. What is worn instead of five bronze oak leaf clusters?

Silver Oak Leaf Cluster.

4. How would you display the award of your fourth Good Conduct Medal?

The fourth award of the Good Conduct Medal is displayed by adding four bronze loops to the ribbon.

5. How would you display the award of your sixth Good Conduct Medal?

The sixth award of the Good Conduct Medal is displayed by adding one silver loop to the ribbon.

6. When was the Medal of Honor approved by Congress?

In 1862.

7. When is wearing of medals prohibited?

When equipped for combat, by officers while suspended from rank of command, by enlisted personnel while serving a sentence of confinement, and when wearing civilian clothing, except for civilian awards, lapel buttons, or rosettes intended for wear with civilian clothing.

8. In what order are service medals worn?

In order of precedence from the wearer's right to left and in one or more lines overlapped as required, 1/8 inch between line. No line will contain fewer decorations than the line above it.

9. What Army form is used to recommend US Army personnel for individual decorations?

DA Form 638, Recommendation for Award.

10. What time limitation is placed on submitting recommendations for individual decorations into military channels?

Each recommendation for an award must be formally entered into military channels within two years of the act, achievement, or service to be honored.

11. When was the Army Commendation Medal established?

18 December 1945.

12. What length of time can a meritorious Service Award for retirement purposes cover?

The last 10 years of service.

13. What is the second highest award in the Armed Forces?

The Distinguished Service Cross.

14. What is the objective of an award?

Recognition given to individuals or units for acts of heroism, meritorious achievement or meritorious service.

15. What is the definition of a decoration?

A distinctively designed mark of honor denoting heroism or meritorious/outstanding service/achievement.

16. What are appurtenances?

Devices affixed to service or suspension ribbons or worn in lieu of medals or ribbons. They are worn to denote additional awards, participation in a specific event or other distinguished characteristics of the award.

17. What is the highest award that can be given by the Army in time of war?

The Medal of Honor.

18. What award is given for behavior, efficiency, and fidelity during enlisted status on active Federal military service?

The Good Conduct Medal

19. What is meant by "Above and beyond the call of duty?"

It includes the acceptance of existing danger or extraordinary responsibility with praiseworthy fortitude and exemplary courage which is not as a rule expected of a person.

20. What is a clasp used for?

To indicate a second or subsequent award of the Good Conduct Medal.

21. How many decorations may be awarded to an individual for the same act, achievement or period of meritorious service?

Only one decoration will be awarded to an individual for the same act, achievement or period of meritorious service.

22. What is Meritorious Service?

Service which is distinguished by a succession of outstanding acts of achievement over a sustained period of time.

23. What is Meritorious Achievement?

An act which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date.

24. Can an individual who is under a suspension of favorable personnel actions be recommended for or receive an award.

No.

25. What is the purpose of awarding badges?

The purpose of awarding badges is to provide for public recognition by tangible evidence of the attainment of a high degree of skill, proficiency, and excellence in tests, and competitions, as well as in the performance of duties.

26. When was the Army Achievement Medal established and by whom?

10 April 1981, by the Secretary of the Army.

27. What would the numeral 3 on the NCO Professional Development Ribbon signify?

Successful completion of ANCOC.

28. What is the highest award for heroism which may be awarded to a soldier during peacetime?

The Soldier's Medal.

29. What is the oldest military decoration which is still awarded today in the United States Military Service?

The Purple Heart.

30. Who has the authority to grant the Medal of Honor to a member of the military service?

The President of the United States.

31. What does the oak leaf cluster represent?

The second or consecutive awards of the same decoration.

32. For what is the Soldier's Medal awarded?

For distinguishing oneself by heroism not involving actual conflict with an armed enemy.

33. To whom is the Purple Heart awarded?

To anyone (military or civilian) wounded or killed in action against an armed enemy.

34. How many "V" devices denoting heroism (valor) can be worn on one ribbon?

One (1).

35. What is the Army Commendation Medal given for?

It's given for service and heroism when the acts do not meet the Soldier's Medal requirements, for circumstances of a lesser degree than required for the Bronze Star.

36. Who is the approving authority for the Medal of Honor?

The United States Congress.

CHAIN OF COMMAND

Reference: AR 600-20

1. What is the Chain of Command?

A simple direct chain of command facilitates the transmittal of orders from the highest to the lowest level in a minimum of time and with the least chance of misinterpretation.

2. Name the channel of communication that reinforces the chain of command?

The NCO support channel (Command Sergeant Major to First Sergeant to other NCOs and then to junior enlisted).

3. Name the individual who is in the Chain of Command and the NCO Support Channel?

The squad leader

4. Who is the first person in your chain of command?

Your immediate supervisor.

5. Explain the chain of command.

The succession of commanders, superior to subordinate, through which command is exercised.

6. May a noncommissioned officer be authorized to order an enlisted person into arrest or confinement?

Yes.

7. At the company level, who is the first and second person in your chain of command?

Squad Leader and Platoon Leader.

8. Who are the basic manpower strength and grade of the Army?

Privates.

9. Do noncommissioned officers have the authority to apprehend personnel?

Noncommissioned officers have the authority to apprehend any person subject to trial by court-martial in accordance with the Manual for Courts-Martial.

10. Among people of the same rank, precedence is determined how?

According to date of rank, if date of rank is the same, length of active service in the Army, when date of rank and length of service is the same, by total active federal service and finally by age.

11. Leave papers are sent through what part of your chain of command?

Section and company commander.

12. Do noncommissioned officers have the authority to impose non-judicial punishment on other enlisted personnel under the Manual for Courts-Martial?

No.

13. Where does the Chain of Command stop?

The private coming down and the President going up.

14. How is information passed to military personnel?

By use of the chain of command.

15. What is the First Sergeant's principal duty?

The First Sergeant's principal duty is the individual training of the enlisted members of the unit.

16. Who administers the unit NCODP at the company level?

The First Sergeant.

17. What is the NCO Support Channel?

It is a channel of communication and supervision from the Command Sergeant Major to First Sergeants and then other NCOs and enlisted personnel of the unit. It reinforces and supports the chain of command.

MY CHAIN OF COMMAND

COMMANDER-IN-CHIEF: _____

SECRETARY OF DEFENSE: _____

SECRETARY OF THE ARMY: _____

CHAIRMAN OF THE JOINT
CHIEFS OF STAFF: _____

ARMY CHIEF OF STAFF: _____

USARPAC COMMANDER: _____

US ARMY ALASKA
COMMANDER: _____

BRIGADE/ GARRISON COMMANDER: _____

BATTALION COMMANDER: _____

COMPANY COMMANDER: _____

PLATOON LEADER: _____

SQUAD LEADER: _____

MY NCO SUPPORT CHANNEL

SERGEANT MAJOR OF THE
ARMY: _____

USARPAC CSM: _____

US ARMY ALASKA CSM: _____

BRIGADE/GARRISON CSM: _____

BATTALION CSM: _____

COMPANY 1SG: _____

PLATOON SERGEANT: _____

SQUAD LEADER: _____

CODE OF CONDUCT

1. I am an American fighting soldier. I serve in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
2. I will never surrender of my own free will. If in command, I will never surrender my men while they still have the means to resist.
3. If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
4. If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.
5. When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
6. I will never forget that I am an American fighting soldier, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

CODE OF CONDUCT

References: TC 27-12, AR 350-30

1. How many articles are there in the Code of Conduct?

Six (6).

2. Under which administration was the Code of Conduct established?

The Eisenhower administration on 17 August 1955, by Executive Order.

3. Who does the Code of Conduct apply to?

It applies to all US military personnel at all times.

4. Are you legally bound by the Code of Conduct?

No, you are not legally bound, you are morally bound.

5. Who benefits from the Code of Conduct?

The Nation, the Army, the unit, and individual.

6. What should each soldier be prepared to give for his country?

His life.

7. When does a soldier surrender?

Never, while he still has the means to resist.

8. When captured, what should you do?

Continue to resist, try to escape, and aid others to escape.

9. What is parole?

A prisoner's promise not to escape.

10. What favors can you expect from the enemy?

None.

11. Can you ever accept command of POWs in a camp?

Yes, if you are the senior NCO or officer.

12. What (who) is the detaining power?

The forces that hold the POW.

13. Who is the protecting power?

The original forces to which a POW belongs.

14. What is the Geneva Convention?

The Geneva Convention is a treaty agreed upon by one or more nations for the protection and conduct of the prisoner of war and consists of 25 sections.

15. When was the Geneva Convention last ratified?

The Geneva Convention of 1949 ratified all previous conventions; Geneva and Hague conventions of 1864, 1899, 1906, 1907, and 1920.

16. The law of war is derived from two principle sources, what are they?

- a. Lawmaking treaties or conventions.
- b. Customs (written or customary laws.)

17. What is the greatest factor in making the Convention work?

- a. Whether the countries involved are signatory to the Convention.
- b. Effectiveness also depends on whether the governments concerned are willing to abide by the terms of the Convention.

18. What information must one give if captured?

Name, rank, service number and date of birth.

19. What items may a POW retain?

Identity paper, grade insignia and unit marks, items of protection (mask and helmet), and personal items.

20. Can money or valuables be taken from a POW?

Yes, by an officer. A receipt must be given to the POW and the items returned upon release.

21. To what type of pay is a POW entitled?

A small basic amount from \$1 to \$17 per month.

22. What is the maximum punishment for a POW?

The maximum punishment may not be heavier than a member of the captor's forces in a similar situation.

23. What action can be taken by detaining power for minor offenses?

- a. A POW rates only disciplinary (company) punishment.
- b. Each stretch is limited to 30 days.
- c. No POW can sentence any other prisoner to punishment.

24. What does the Convention state concerning the death sentence?

The death sentence cannot be carried out for six (6) months after the protecting power is notified.

25. In your own words, what does the Code of Conduct mean to you?

Example: It is a written Law (Executive Order) which governs my actions and conduct during the time of war should I become captured or a prisoner of war.

26. What is the main purpose of the Geneva Convention?

In general, its rules provide that prisoners of war must be treated humanely. It specifically forbids violence to life and person, cruel treatment and torture, outrages on personal dignity, and in particular, humiliating and degrading treatment.

27. Can prisoner worship as he pleases under the Geneva Convention Rules?

Yes.

28. What are prisoners searched for?

Hidden weapons and documents of intelligence value.

29. Prisoners should be separated into what groups?

NCOs, Officers, enlisted personnel, civilians, and females.

30. The individual can be sure that while he is a POW the US Government will do what?

Make every possible effort to secure his release.

31. According to the Geneva Convention, the detaining power can require POWs to perform labor in what situations or conditions?

Provided that it is neither military in character or purpose and that they are not endangered in combat.

32. Why is it important to handle POWs properly and speed them to the rear?

They may possess valuable intelligence information which interrogators can obtain from them.

33. What does silencing POWs do?

Prevents the POW from planning resistance or escape and tends to keep them under control.

34. A good way to remember what you should do if you capture a prisoner is to use the 5-S Rule. What are the 5-Ss?

Search, Segregate, Silence, Speed, Safeguard.

35. Prisoners are segregated into groups for what reason?

Leaders cannot organize escapes and cannot remind the men to be security minded.

36. Safeguarding POWs means what?

Making sure that nobody is allowed to abuse them, making sure they are properly guarded to prevent escape, and assuring they arrive safely at the POW processing unit.

37. What is the legal authority supporting the Code of Conduct?

The Uniform Code of Military Justice (UCMJ).

COMBAT INTELLIGENCE

Reference: FM 30-5

1. The best key word for reporting intelligence information is what?

SALUTE.

2. What do the letters "S A L U T E" stand for?

S - Size

A - Activity

L - Location

U - Unit

T - Time

E - Equipment

3. Counterintelligence in combat includes what measures and actions?

a. **DENY** - the enemy information of our plans, intentions, and activities.

b. **DETECT** - the enemy efforts to obtain information.

c. **DECEIVE** - the enemy as to our true plans and intentions.

4. If you are on a reconnaissance patrol, what is your primary mission?

To gather and report information on the enemy.

5. It is important that your reports of enemy activity be what?

Be accurate, thorough, and timely.

6. When can combat intelligence be gathered by the individual soldier?

a. When manning an observation post.

b. When a member of a patrol.

7. Who is the commander's best intelligence source?

The individual soldier.

8. What is Combat Intelligence?

It is the knowledge of the enemy, weather, and terrain which is used to plan and conduct combat operations.

9. The combat soldier can provide intelligence on what three (3) things?

- a. Enemy personnel captured or observed.
- b. Enemy documents captured or found.
- c. Enemy weapons and equipment captured or found.

10. When you observe, what five things do you look for?

- a. WHO - did you see.
- b. WHAT - was he doing.
- c. WHEN - did you see it.
- d. WHERE - did it happen.
- e. WHERE - were you.

11. What staff section at battalion or higher level is responsible for combat intelligence?

S2/G2 or DSCINT at MACOM level.

12. What do you do when as a command post guard, a colonel whom you do not know orders you to let him in the CP?

Request his ID card and check it against the access roster.

13. What do you do when you are in the field on a FTX and realize that you have lost your CEOI?

Make a quick, thorough search, and if you don't find it, immediately tell your supervisor.

14. Name two (2) counterintelligence measures which the individual soldier practices in the field are?

- a. Camouflage and concealment.
- b. Challenge and password.
- c. Proper radio procedures.
- d. Noise and light discipline.
- e. Field sanitation.

15. What do the letters "C O C O A" stand for?

C - Cover and concealment.
O - Observation.
C - Critical (key) terrain features.
O - Obstacles.
A - Avenues of approach and withdrawal.

COMBAT TRAINING/TACTICS

References: FM 5-20, FM 21-75

1. What are the purposes of camouflage, cover, and concealment?

To deny enemy ground or air observation of your unit, equipment and position. To deny enemy intelligence the knowledge of your presence, positions, units and equipment.

2. What is cover?

Protection from bullets and fragments of exploding rounds, flame nuclear effects, and biological and chemical agents.

3. What is concealment?

Anything that hides you from enemy observation.

4. What are the seven (7) basic factors of recognition in camouflaging your equipment?

Position, shadow, shine, shape, movement, dispersion, and color.

5. When camouflage is completed, you should inspect the position from where and from how far?

From the enemy side at a distance of 35 meters.

6. Individual camouflage is the direct responsibility of who?

The individual soldier.

7. What is one of the key factors of good camouflage?

Blending.

9. What is meant by camouflage?

Measures taken to conceal yourself, your equipment, or your position from enemy observation.

10. How long does it take to develop night vision (allowing your eyes to become accustomed to low levels of illumination)?

Thirty (30) minutes.

11. How do you camouflage your clothes and LBV?

Clothes, LBV and other weapons and equipment will have outlines altered by irregular patterns added to blend with predominant color of the background in the area.

12. What are three (3) types of barbed wire emplacements used in defensive positions?

Protective - used to protect your position.

Supplemental - used to confuse the enemy.

Tactical - used to channel the enemy into your fields of fire.

13. By regulation, when are you required to wear your identification tags (dog-tags)?

a. When in the field or engaged in field training.

b. When traveling in aircraft.

c. Required for mandatory wear outside CONUS, except in Alaska and Hawaii.

14. There are two (2) types of cover and concealment. What are the two (2) types?

Natural Cover - logs, trees, stumps, ravines, and hollows.

Artificial Cover - fighting positions, rubble, and craters.

15. What are the three standard camouflage face paint sticks?

Loam and light green - for use by all troops in areas with green vegetation.

Sand and light green - for use by all troops in areas lacking green vegetation.

Loam and white - for use by all troops in snow covered terrain.

16. What is the first consideration given to the concealment of a fortification?

Siting with proper background.

17. What are the slits in a kevlar helmet cover used for?

Insertion of natural material, i.e., twigs, leaves, etc.

18. What are the three (3) fundamental methods of concealment for installation and activities?

Hiding, blending, and disguising.

19. What is siting?

Selecting the most advantageous area in which to hide a man, object or activity.

20. When should camouflage construction be used?

Only when siting and discipline cannot be used.

21. What are field fortifications?

Temporary emplacements or shelters which provide protection from nuclear or conventional fire.

22. What is evasion?

Evasion is the action you take to stay out of the hands of the enemy when separated from your unit and in an enemy area.

23. What is escape?

Escape is the action taken to get away from the enemy if captured.

24. What is a patrol?

A patrol is a detachment sent out from a unit to perform an assigned mission of reconnaissance, or combat, or a combination of both.

25. What do we mean by observation post?

A fixed location from which observation is made of a particular piece of terrain.

26. Give three examples of natural cover.

Ravines, hollows, reverse slopes, and rock formations.

27. There are seven (7) major individual protective measures. Name them.

1. Alter familiar objects.
2. Avoid unnecessary movement.
3. Expose nothing that shines.
4. Keep off the skyline.
5. Keep quiet.
6. Stay low to observe.
7. Use all available concealment.

28. Why must you be careful when you use mud or dirt to dull the shiny surfaces of your weapon?

If you are not careful to keep the working parts clean, your weapon will not function properly.

29. What could be used in the absence of issue-type face paint sticks when they are not available for camouflage of the face?

Burnt cork, charcoal, and mud.

30. In a tactical area, unless required to wear the helmet, why is it generally better to wear a soft cap?

The helmet has a distinctive silhouette and also may muffle or distort sounds, especially if there is a slight breeze.

31. When moving through tall grass, why is it better to change direction slightly from time to time?

Moving in a straight line causes the grass to wave with an unnatural motion which attracts attention. The best time to move is when the wind is blowing.

32. What is off-center vision?

It is the technique of keeping your attention focused on an object without looking directly at it.

33. Why is it recommended to use hand grenades whenever possible?

Their radius of burst makes them effective against uncertain targets, and they do not disclose your position.

34. What is the purpose of scanning, and what is the proper method to use?

It is using off-center vision to observe an area or an object. Move your eyes in short, abrupt, irregular movements over and around your target, but do not look directly at it.

35. While preparing a defensive position, one soldier of the group should be designated to do what, while others of the group are working?

One soldier should be responsible for providing security.

36. When constructing a shelter tent, what things could be used for padding on the ground to insulate against cold and dampness?

Cover the floor with a poncho or whatever vegetation can be found, such as grass, hay, or branches.

37. What is the primary duty of the pace-setter?

To maintain the rate of march ordered by the column commander.

38. What is the normal formation for tactical marches?

A column of two's with one file on each side of the road, staggered.

39. What is the purpose of the combat field pack suspenders?

To support the field pack and pistol belt and to distribute the weight of the load evenly.

40. During bivouac it is extremely important to keep the area as sanitary as possible. What are some things you should do to promote sanitation?

Constructing temporary latrines, properly washing your mess gear, drinking only purified water, and maintaining personal hygiene.

41. When purifying water by boiling, what is the minimum amount of time the water must be held at a "rolling or bubbling" boil?

15 minutes.

42. When is the best time to attempt to escape?

Within the first two (2) hours of capture; as soon as possible after you are captured.

43. Give three basic rules of camouflage?

- a. Take advantage of all available natural concealment.
- b. Alter the form, shadow, texture and color of objects.
- c. Camouflage against ground and air observation.

44. What should you do with the dirt you remove from a fighting position?

Displace it to the rear of the position and camouflage it.

45. What is a field of fire?

That area assigned a soldier to cover with fire from his weapon.

46. What is the purpose of a reconnaissance patrol?

Reconnaissance patrols provide the commander with timely accurate information of the enemy and the terrain he controls. This information is vital in making tactical decisions.

47. How do you estimate the distance or range of enemy guns if you can see the flash or smoke?

By counting the three (3) counts per second between the time you see the flash or smoke and stopping when you hear the sound. Sound travels at approximately 330 meters per second. This makes it possible to estimate the distance if you can see and hear the action.

48. What is OCOKA?

- O - Observation and fields of fire.
- C - Cover and concealment.
- O - Obstacles.
- K - Key terrain.
- A - Avenues of approach

49. Name the three (3) overwatch formations.

Traveling, Traveling overwatch, and Bounding overwatch.

50. What are the names of the 3 positions prepared in the defense?

Primary, Alternate, and Supplementary.

51. What is the difference between fire and movement, and fire and maneuver?

a. Fire and Movement: pertains to individual rushes and movement under fire.

b. Fire and Maneuver: pertains to one element (sqd/platoon, etc.) laying down a base of fire while another element maneuvers to attack.

52. Which actions must always be rehearsed?

Actions on the objective.

53. What are patrol's actions when it starts receiving indirect fire?

The patrol leader gives a clock direction and distance, the patrol then double times out of the area.

54. What does BMNT and EENT mean?

BMNT - **B**eginning of **M**orning **N**autical **T**wilight (**dawn**).

EENT - **E**nd of **E**vening **N**autical **T**wilight (**dusk**).

55. What is the normal distance between personnel on a tactical road march, day or night?

Day - 2 to 5 meters. Night - 1 to 3 meters.

56. What is the difference between a combat load and a full field load?

Combat load is weapons, ammunition and clothing. Full field load is the combat load plus other items of comfort.

57. Why is noise and light discipline so important during a combat mission?

To prevent the enemy from discovering or pinpointing your position.

58. Define STANO?

Surveillance, **T**arget **A**cquisition, and **N**ight **O**bservation. Any device or technique used to detect enemy or friendly activity during periods of limited visibility.

COMMAND POLICY

References: AR 600-20, AR 600-85

1. What is the Army policy concerning relationships between soldiers of different rank?

Any relationships that involve, or give the appearance of partiality, preferential treatment, or the improper use of rank or position for personal gain, are prejudicial to good order, discipline, and high unit morale will be avoided.

2. What is sexual harassment?

Any soldier or civilian employee is engaging in sexual harassment who:

- a. Through behavior of a sexual nature attempts to control, influence, or affect the career, pay, or job of a soldier or civilian employee.
- b. Makes deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to the person to whom addressed.
- c. Makes abusive physical contact of sexual nature.

3. Military personnel on duty are considered impaired if, his/her blood alcohol content is at what level?

Blood alcohol level of .05 percent or above. Any violation of this provides basis for disciplinary action under UCMJ.

4. What is the policy concerning the wear of the Class "C" uniform (battle dress, maternity, hospital, food service, flight, etc) off post?

Class "C" uniform may be worn in public sector on any duty day (including holidays & weekends) from 0500-1900 hours except:

- a. Commercial air terminal and for travel aboard commercial aircraft other than when traveling aboard a military chartered aircraft.
- b. At official functions (funerals, meetings, conferences, etc.)
- c. In any establishment that serves hard liquor (restaurants, bars, taverns, pubs, etc.)
- d. Public offices (courts, city and state offices) other than at satellite city halls and similar facilities used for motor vehicle registration, licensing, and other transactions.
- e. Major shopping malls.

5. What is expected by commanders of all leaders in the Army, whether they are on or off duty or in a leave status, to ensure proper conduct of soldiers?

Ensure all military personnel present a neat, soldierly appearance; take action against military personnel in any case where the soldier's conduct violates good order and military discipline.

6. Under what circumstances is the accommodation of a soldier's religious practices not guaranteed?

When they will have an adverse impact on military readiness, unit cohesion, standards, health, safety, or discipline, or otherwise interfere with the performance of the soldier's military duties.

7. Under what circumstances can a commander require his subordinates to use the English language?

When it is clearly necessary and proper for the performance of military functions.

8. When can the installation commander take action to control or restrict dissemination of non-government printed materials on property subject to his/her control?

In cases in which a publication constitutes a clear danger to loyalty, discipline, or morale of soldiers.

9. "Religious" apparel is defined as a article of clothing worn as part of observance of religious faith practiced by the soldier. A soldier may wear an item of religious faith practiced by the soldier. Under what circumstances would a soldier not be allowed to wear a religious item or article of clothing?

When wearing the item would interfere with the performance of the soldier's duties, or when the item is not neat and conservative.

COUNSELING

Reference: FM 22-101

1. What is the FM 22-101 definition of counseling?

A process of listening, communication advice, instruction, or judgment with the intent of influencing a person's attitude or behavior.

2. What is one of the biggest reasons for failure to retain quality soldiers in the Army?

Ineffective counseling.

3. What will keep good soldiers in the Army?

The concern displayed by leaders and commanders at all levels for their soldiers as persons and their capability to provide sincere and mature guidance and advice.

4. What are the two main types of counseling?

Personal (problem centered) and Performance (proficiency centered).

5. What are the three approaches used in military counseling?

Directive, non-directive, and eclectic (combined).

6. What influences the selection of the approach used in military counseling?

The types of problems, personality of the counselee, physical surrounding, and time available influences the selection.

7. What approach to counseling is being used when the counselor assumes the dominant role?

Directive.

8. What approach to counseling may be most effective when the Counselee is immature, dependent, or insecure?

Non-directive.

9. Why is the non-directive approach to counseling termed soldier-centered?

Because the counselor causes the counselee to take complete responsibility for solving his own problems.

10. What type of counseling is not forceful?

Non-directive.

11. What is the advantage to the non-directive approach to counseling?

It allows the most growth on the part of the counselees.

12. What approach to counseling is being used when elements of directive and non-directive counseling are mixed?

Eclectic (combined).

13. Who has the primary responsibility for developing the counseling skills of his subordinate leaders?

The unit commander.

14. Counseling skills can be acquired through what?

Studying the rudiments of human behavior. Knowing problem areas affecting subordinates. Becoming proficient in dealing with counselees.

15. What is the most difficult part of the counseling process?

Applying the proper technique.

16. What are some clues to "nonverbal cries for help?"

- a. A good performer begins to perform below par.
- b. A normally attentive person suddenly displays a lack of attentiveness or concentration.
- c. A soldier performs deliberate acts of misconduct or refuses to follow instructions or orders.
- d. A normally outgoing soldier becomes withdrawn and a loner.

17. What are some ways to create an informal atmosphere when counseling?

Have the soldier sit alongside the desk; move from behind the desk and sit with the soldier in chairs; offer the soldier something to drink.

18. What are the five (5) steps in preparing to counsel?

- a. Advance notification.
- b. Selection of site
- c. Schedule of time.
- d. General outline.
- e. Create a desired atmosphere.

19. What is the first objective during the opening of counseling sessions?

To establish rapport with the counselee and to relieve his/her tensions.

20. Is the leader's job over when a counseling session is ended?

No, he has the responsibility to take necessary follow-up action to ensure that the counseling was helpful.

21. What are the two general categories of skills in obtaining information which the counselor must master?

Communication skills and observational skills.

22. What are the two (2) things we must do to communicate?

Speak and listen.

23. Observational skills involve what?

Looking and listening.

24. What are some counselee reactions you may expect to encounter during a counseling session?

Nervousness, cooperation, rational disagreement, too easy agreement, determination to argue, attempts to shift blame, loss of temper, and desire to quit.

25. What are some of the potential pitfalls which may interfere with the counseling relationship between the leader and the soldier?

Likes, dislikes, biases, and prejudices.

26. What is personal counseling?

Discussing a soldier's problem with him in an effort to help solve it.

27. When a leader fails to adequately assist, the subordinate may seek other assistance or outlets for frustration. To whom or what may he turn to for help?

To a chaplain, IG or Congressman. May go AWOL or desert or may turn to drugs or alcohol. May decide not to reenlist.

28. What are some of the more commonly heard complaints of soldiers who have sought assistance from leaders and have not received it?

The commander was not listening; leader was "too busy"; all the Sergeant did was tell me how I failed; had mind made up in advance; did not take me seriously and acted like problem was a joke; talked about family and self; gave impression he was confused and bored and did not know what to do; and rather never told me I was doing poorly.

29. What are the three (3) general areas of personal counseling?

Reception and integration, individual and family problems, and career counseling.

30. What are the agencies to which soldiers and family members with problems can be referred for professional assistance?

American Red Cross
Army Emergency Relief Claims Section Legal Assistance
Social Work Service
Army Community Service
Chaplain
Inspector General Personal Affairs
Mental Hygiene Clinic

31. What is the first step in any counseling referral to an outside agency?

The chain of command/NCO support channel.

32. What are the three important reasons why the chain of command should be used?

- a. The soldier must have permission to be absent from his unit.
- b. Many problems can be solved at the company level.
- c. To keep the commander informed of problems or complaints in his unit.

33. How should performance counseling be conducted?

Continuously and systematically.

34. What is the purpose of career counseling?

To influence qualified soldiers in making the decision to continue their Army careers.

35. Why is career counseling during the first few months of a soldier's career most important?

During this period a soldier forms impressions he will carry throughout his service.

36. What is performance counseling?

The process of communicating to a subordinate the leader's assessment of the strong and weak aspects of the subordinate's performance of duty, and ways that performance may be improved.

37. What are the three general areas of performance counseling?

Development of individual performance, evaluating subordinates, and motivating subordinates.

38. Are on-the-spot corrections a form of performance counseling?

Yes.

39. What are some examples of deficiencies that would require on-the-spot corrections?

- a. An improperly uniformed soldier walking down the street.
- b. Inappropriate conduct or dress in a public place.
- c. A soldier failing to observe a posted directive.
- d. A subordinate improperly performing a critical task.
- e. A subordinate leader failing to correct his subordinate.
- f. Violations of military courtesy.

40. When critiquing a soldier's performance, what are the forms of influence a leader may use to motivate the subordinate to improve his performance?

Mapping alternatives, urging, commanding, recommending, advising, punishment, and persuading.

41. What are the three methods of performance counseling?

Tell and Sell, Tell and Listen, and Self-Development.

42. After you have counseled a soldier on a specific problem, what must you as a leader do to insure that the problem has been resolved?

Follow-up.

43. Is counseling limited to poor performance?

No. A good performer should also be counseled in order to satisfy the need for self-esteem and motivate him/her to continue to perform well.

44. What action should a soldier take when he/she has a family problem which is affecting performance?

Seek counseling or advice from the immediate supervisor.

45. You are on CQ and observe a soldier driving his car on the grass, you know that there are clearly visible signs that prohibit driving vehicles on the grass; what responsibility do you have?

Make an on-the-spot correction.

46. What is the purpose of performance counseling?

To improve the performance of a subordinate or to maintain an already existing desirable level of performance.

47. Making on-the-spot corrections of a subordinate for improper wear of the uniform, improper conduct, or failing to salute is what kind of counseling?

Performance counseling.

48. What is a good tool for subordinate leaders to use to practice their counseling skills?

Role playing.

49. When you observe a subordinate violating military courtesy what form of performance counseling should be used?

On-the-spot correction.

50. What reason would a leader have for sending a subordinate to professional help?

Lack of necessary technical training.

51. What type of counseling should a new soldier receive?

Reception and Integration.

52. On whose time is the counseling session determined?

The counselees.

CUSTOMS AND COURTESIES

References: AR 600-25, FM 22-5, FM 21-13

1. What do we mean by military courtesy?

The respect and consideration shown to others.

2. Define customs.

Unwritten rules of conduct that are graceful gestures of courtesy and respect.

3. What is considered to be the most important of all military courtesies?

The salute.

4. At what distance is the salute usually rendered?

Between six(6) and 30 paces before the approaching officer.

5. On what occasions is a salute not required?

- a. When driving or riding in privately owned vehicles.
- b. In public areas. (Theaters, outdoor athletic facilities).
- c. If either the senior or subordinate or both are in civilian attire.
- d. Indoors, except when reporting to a superior officer.

6. On what side of a senior ranking person does the junior ranking person walk or ride?

To the left of the senior person.

7. Is there any exception to the "junior on the left" courtesy? If so what is it?

Yes, during an inspection of troops, the junior person will walk to the right of the senior person.

8. Who enters a vehicle first, the senior person or the junior person?

The junior person; to allow the senior person to exit first.

9. How is a female warrant officer addressed?

Miss or Mrs.

10. In what instances would personnel under arms uncover?

- a. Seated, as a member of, or in attendance on a court or board.
- b. Entering a place of divine worship.
- c. Indoor and not on duty.
- d. In attendance at an official reception.

11. When, if ever, will the US Flag be dipped in the form of a salute or compliment?

The flag of the United States, The National Colors, and the National Standard are not dipped in the form of a salute of compliment. one exception to this rule is by naval vessel. When upon receiving a salute of this type from a vessel registered by a nation formally recognized by the United States.

12. What is the "Salute to the Union?"

A fifty (50) gun salute celebrating the Declaration of Independence, one gun is fired for each state at noon on 4 July at military posts.

13. What is meant by the chain of command?

The succession of commanders, superiors to subordinates, through which command is exercised.

14. What is meant by military discipline?

It is individual and group training that develops a mental attitude resulting in proper conduct and prompt obedience to lawful military authority.

15. Can a member of the Army on active duty be elected or appointed to civil office?

Yes, however he may not campaign and upon being elected or appointed may be retired, discharged, or released as appropriate (with exceptions).

16. How can someone on active duty participate in an election?

Active duty personnel may register, vote, and express their personal opinion on political candidates and issues, but not as a representative of the Armed Forces. Personnel may attend partisan or nonpartisan meetings or rallies as a spectator when not in uniform. Contribute money to a political party or political committee.

17. What are soldiers prohibited from doing during political elections?

A soldier may not use his official authority or influence to interfere with an election or affect the course of its outcome, be a candidate and hold civil office, or take part in partisan political management, campaigns, or conventions. Make financial contributions to a candidate when the candidate is the employer or employing authority of the contributor.

18. When do you salute an officer while he is in a car?

When it is an official car with plates or flags of rank are on it.

19. When is it customary to salute foreign officers?

It is customary to salute officers of friendly foreign nations when recognized as such.

20. What type of gun salute is afforded the President, Ex-President, or President-elect on arrival or departure?

A 21 gun salute.

21. What are the two (2) bugle calls that are played at retreat?

Retreat and To the Colors.

22. What kind of gun salute is afforded the Secretary of the Army?

A 19 gun salute.

23. When is the uniform hat or cap raised as a form of salute?

Never.

24. How will officers of the same grade show respect when passing on the sidewalk?

By saluting.

25. How do you salute with an organizational color or standard?

An organizational color or standard will be dipped in the form of a salute.

26. What honors are foreign military personnel rendered?

Honors due their actual rank or its US Army equivalent.

27. Are designated representatives of officials entitled to honors afforded the represented official?

No, the representative will be afforded honors according to his/her rank, not the rank of the person he/she is representing.

28. What is the definition of military rank?

The relative position or degree of precedence granted military persons which marks their station. It confers eligibility to exercise command or authority in the military within the limits prescribed by law.

29. May an officer detailed to duty as an Inspector General assume command while so detailed?

No. An officer can not be detailed as an Inspector General and a commander at the same time.

30. What three NCO grades are not addressed as Sergeant?

Sergeants Major, First Sergeants, and Corporals.

31. What action is taken when the flag is lowered?

Military personnel in uniform salute, civilians remove hats and place hand over the heart.

32. What is the purpose of an Honor Guard?

To render personal honors of high military or civilian rank or position upon arrival or departure from a military command.

33. When do military personnel salute uncased colors?

When colors are six steps from them and they hold the salute until the colors are six steps beyond them.

34. How is honor shown to the national anthem when played indoors?

By standing at attention until last note of music has been played.

35. Are vehicles required to halt when the national anthem is played?

Yes. Moving vehicles will be brought to a halt. On buses and trucks, only the senior will dismount and render appropriate courtesy. Passengers and drivers of other vehicles will dismount and render the appropriate courtesy.

36. Do you salute when in a vehicle?

Salutes are not required to be rendered by or to personnel who are driving or riding in privately owned vehicles. When military personnel are acting as drivers of a moving vehicle they should not initiate a salute.

37. What should you do when the national anthem of a foreign country is played?

Come to the position of attention and salute.

38. If your Chaplain were a LTC, how would you address him?

Chaplain, regardless of grade.

39. You are in charge of a detail, riding in the front seat of a 2 1/2 ton truck. Your detail is in the back. A general officer approaches, who salutes?

NCO or person in charge of the detail.

40. You are in charge of detail riding in a military vehicle and are passing the colors at retreat. What are your actions and your detail's action?

Tell the driver to halt, dismount, and render hand salute while detail remains seated at attention.

41. Who is responsible for the safeguarding, care, and display of the unit colors?

The Command Sergeant Major.

42. On Memorial Day, what takes place at 1200 hours on most posts?

A 21 Gun Salute.

43. When do you salute?

When the National Anthem, "To the Colors", or "Hail to the Chief" is played; when the national colors or standard passes by; on ceremonial occasions; in official greetings; at reveille when within sight of the flag or sound of the music; during the rendering of honors; or when passing by uncased colors when outdoors.

44. What bugle call is played for lights out?

Tattoo.

45. What bugle call is played at 2300 hours?

Taps.

46. If an enlisted man salutes an officer outside and gives him the greeting of the day, by regulation, is the officer required to return the salute?

Yes.

47. Can you name an occasion when reporting that the officer does not have to return your salute?

At pay call.

48. What do "Under Arms mean?

It is carrying the arms or having them attached to the person by sling, or holster. Carrying a weapon in your hands, by a sling or holster.

49. What is the origin of the salute?

Early Roman history, persons meeting would raise their hand in the air, palm forward, to show they held no weapons and were friendly. This has evolved into the present day salute.

50. What is the title of address of a Command Sergeant Major or Sergeant Major?

Sergeant Major.

51. When do you keep your headgear on when reporting to an officer inside a building?

When under arms.

52. Who is responsible for selecting, training, and the performance of the Color Bearers and Color Guard?

The Command Sergeant Major.

53. How is the flag flown on Memorial Day, 30 May?

Displayed at half-staff from reveille until noon, then full staff.

54. What is the longest bugle call?

Tattoo, 28 bars long.

55. What are the Department of the Army Saluting Stations designated to return salutes of foreign vessels of war in the ports and territorial waters of the United States?

- a. Fort Hamilton, Brooklyn, NY 11252.
- b. Fort Lewis, Tacoma, WA 98432
- c. Fort Monroe, Hampton Roads, VA 64351.
- d. Fort Ord, Monterey, CA 93341.
- e. Presidio of San Francisco, CA 94129.

56. What should be done when an officer enters a dining facility?

If he is the senior officer present, the first person to see him should call "At Ease".

57. What is the correct position for troops when "To the Colors" is playing?

Parade Rest.

58. When do you salute inside a building?

At an indoor ceremony.
At sentry duty indoor.
When reporting to a military board.
When reporting to a pay officer.
When reporting to your commander.

59. What is the purpose of displaying courtesy to a senior?

Recognition of the position that he holds.

DRILL AND CEREMONIES

Reference: FM 22-5

1. When reporting or rendering courtesy to an individual, the subordinate initiates the salute at the appropriate time. When should the salute be terminated?

When the superior has terminated his/her salute.

2. What should you do while marking time in formation?

Adjust your position to insure proper alignment and cover, alternately raise each foot two inches off the ground, allowing your arms to swing naturally.

3. You are a platoon sergeant and your platoon is in a column of fours. What command would you use to form the platoon into a column of twos?

To form a column of twos from a column of fours at a halt, the command is "COLUMN OF TWOS FROM THE LEFT MARCH."

4. You are a member of rifle squad but you are armed with a pistol. During the manual of arms for the rifle what action would you take?

Remain at attention.

5. You are a platoon sergeant and your platoon drills as a separate unit. In a line formation, what do you do in response to the command "RIGHT FACE"?

Execute the movement with the platoon.

6. You decide that your squad needs additional practice on stacking arms. The squad is formed in a line formation and has counted off. The stack men have been designated. What will your next command be?

Prepare sling.

7. A platoon marching in a column at normal interval is given this series of commands: "COLUMN RIGHT MARCH": "PLATOON HALT": "LEFT FACE". At the conclusion of these movements, what is the formation of the platoon?

Line formation.

8. After the squad has stacked arms, what would your command to unstack them be?

"TAKE ARMS"

9. You are a platoon leader and you have decided to dismiss the platoon. What would your first command be?

"PLATOON SERGEANT"

10. What are the fundamental objectives accomplished by drill?

Teamwork, confidence, prides, alertness, attention to detail, esprit de corps, and discipline.

11. Individuals performing duty in congested areas, which would require frequent salutes, should carry the weapon at what position?

Sling arms.

12. What manual of arms movements may be executed with M203 weapon?

Present arms (hand salute), port arms, and inspection arms.

13. Define distance.

Distance is the space between elements when the elements are one behind the other.

14. What is the best way to give a preparatory command?

With rising inflection beginning at the level of your normal voice.

15. You are a member of the third rank in a line formation and command "OPEN RANKS" has been given. What is your action?

Stand fast.

16. From what position will the command "FIX BAYONETS" be executed?

From order arms only.

17. You are a member of a group of individuals called from the formation where and how do you form up?

The selected individuals form up centered on the platoon leader. The platoon leader should direct the first person into position so that the rank will be centered when the last person has joined the group.

18. You are about to stand an inspection in the barracks with your equipment, where would you position yourself?

The members to be inspected are positioned on line with or as near to their equipment as possible.

19. What is the lateral space between elements called?

Interval.

20. The number of counts between a commander's preparatory command and his subordinate leader's supplementary command should be?

One count.

21. Oral orders given by a commander that direct or cause a subordinate leader to take action are what kind of commands?

Directives.

22. You are the third squad leader and the platoon sergeant gives the command "REPORT". Private Doe of your squad is absent. What is your response?

"THIRD SQUAD, PRIVATE DOE ABSENT".

23. Does the U.S. Army flag ever dip when passing in review?

Yes, to the U.S. Army Chief of Staff, his direct representative or individual of equivalent grade or higher.

24. In a color guard, who carries the National Colors?

The ranking non-commissioned officer.

25. When the command "FALL IN" is given, what do you do?

Come to the position of attention.

26. What are the two formations and describe them?

- a. Line formation - elements are side by side.
- b. Column formation - elements are one behind the other.

27. When the company is in line, with platoon in line also, what is distance between platoons without a guide?

Five (5) steps.

28. When marching troops at close march, what is the command to get the troops back to normal interval?

Extend March.

29. What is the difference between rank and file?

Rank - a line, which is only one element in depth.

File - a column, which has a front of only one element.

30. What are the two parts of drill commands?

- a. Preparatory command.
- b. Command of execution.

31. What command is given in order to march troops that are marching forward to march to the rear?

REAR, MARCH.

32. What is the difference between "REST" and "AT EASE"?

Rest - you must maintain the right foot in place; you may however move, smoke, Talk, or drink.

At Ease - you must remain silent with the right foot in place.

33. What is the cadence at double time?

180 steps per minute, with a 30-inch step.

34. When an armed squad has formed for the initial formation of the day or for the last formation of the day, what is the next command given?

Inspection arms, which is given for safety purposes.

35. What length step is taken on the command backward march?

15 inches.

36. What is the quick time cadence?

120 counts or steps per minute.

37. When an in-ranks inspection is conducted, who is the first individual the commander inspects?

The guidon bearer.

38. When an inspection officer inspects individual rooms (one or two man rooms), is "ATTENTION" called when the officer enters the room?

No, but the individual automatically assumes the position of attention.

39. What is a retreat ceremony?

A ceremony in which the units pay honors to the National Flag when it is lowered in the evening.

40. Can the command, "AT EASE" be given from the position of parade rest?

Yes.

41. What is cadence?

The uniform rhythm in which movement is executed or the number of steps or counts per minute at which the movement is executed.

42. With a four squad platoon, what would be the actions of each squad when the command "OPEN RANKS, MARCH" is given?

1st Squad - 2 steps forward.

2d Squad - 1 step forward.

3d Squad - stand fast.

4th Squad - 2 steps backward (15 inch steps).

43. When executed from a halt, all steps in marching begin with a left foot except one. What is the exception?

Right Step, March.

44. How does a squad form a column of two's from single file?

Squad leader gives command "COLUMN OF TWOs TO THE RIGHT/LEFT, MARCH". The lead team leader commands "STAND FAST". The trailing team leader commands "COLUMN HALF RIGHT/LEFT". On the command of execution "MARCH", the trailing team leader executes a column half right/left and inclines to the left/right. When correct interval is obtained, he commands "MARK TIME, MARCH" and "TEAM HALT", so as to halt abreast of the lead team leader.

45. As CO you observe distance between platoons is increasing beyond desired amount. What directive would you give?

"CLOSE ON LEADING PLATOON".

46. What is the difference between "parade rest" and "stand at ease"?

Parade Rest - head and eyes are straight ahead.

Stand at Ease - head and eyes are directly facing the commander.

47. To revoke a preparatory command, what command is given?

"AS YOU WERE".

48. Why was drill and ceremonies used by the Army originally and why is it still used today?

Originally the Army had little or no organization, control, discipline, or teamwork. Drill established teamwork, pride, alertness, attention to detail, esprit de corps, and discipline which are just as important to our modern day Army as they were to the Continental Army.

49. Who introduced drill and ceremonies to the United States?

Baron Von Stueben, 1778.

50. A half step is how many inches?

15 inches.

51. What is the Blue Book?

Our first field manual, the Regulations of the Order and Discipline of the Troops of the United States, written in 1778 by Baron Von Stueben.

52. What commands would you give to prepare your platoon for inspection?

"OPEN RANKS, MARCH"; "DRESS RIGHT, DRESS"; "READY, FRONT"

53. What is Route Step, March?

Route step is executed exactly the same as At Ease, March, except you may talk and drink from your canteen (if applicable).

54. When conducting manual of arms with the M16 from the halt position, all movements start from what position?

Position of order arms or sling arms.

55. All marching movements executed from the halt are initiated from the position of what?

Attention.

56. In drill and ceremonies, what does cover mean?

Aligning yourself directly behind the man to your immediate front while maintaining correct distance.

57. Name the different rest positions at the halt.

Parade Rest, Stand at Ease, At Ease, Rest.

58. What rest position is ONLY executed from the position of attention?

Parade Rest.

59. What commands are given when the position of attention is desired?

Fall In or (Squad, Platoon, Company) Attention.

60. What are the lengths of the following steps?

| | |
|------------------------|-----------|
| Quick Time | 30 inches |
| Double Time | 30 inches |
| Backward Step | 15 inches |
| Half Step | 15 inches |
| Right/Left Step | 15 inches |

61. While marching, what is the required swing of the arms to the front and rear?

Nine (9) inches to the front and six (6) inches to the rear.

62. Can a commander/leader cancel a command of execution with AS YOU WERE?

No. Once the command of execution is given, personnel will execute the movement in the best manner possible.

63. What is interval?

Interval is the lateral space between elements.

64. What is depth?

Depth is the space from front to rear of a formation.

65. What is a combined command?

A command where the preparatory command and command of execution are combined. **Example:** "FALL IN"; "AT EASE"; "REST".

66. What commands may be given while marching at "Half Step"?

"MARK TIME, MARCH"; "FORWARD, MARCH"; "EXTEND, MARCH"; "HALT."

67. What formation is the squad dismissed from?

Only a line formation.

68. What is drill?

Drill consists of certain movements by which a unit or individuals are moved in an orderly uniform manner from one formation to another, or from one place to another.

69. What is a ceremony?

Ceremonies are formations and movements in which a number of troops execute movements in unison and with precision just as in a drill; however, their primary value is to render honors, preserve tradition, and stimulate esprit de corps.

70. What is an element?

An element is an individual, squad, section, platoon, company, or larger unit forming as a part of the next higher unit.

71. How many types of intervals are there?

Three (3): normal interval, close interval and double interval.

72. What is a rank in relationship to Drill and Ceremony?

A line which is only one (1) element in depth.

73. What is a file?

A column which has a front of only one (1) element.

74. What is meant by alignment?

The arrangement of several elements on the same line.

75. What is meant by post (in relation to Drill and Ceremony)?

The correct place for an officer or noncommissioned officer to stand in a prescribed formation.

76. What is a guide?

The person responsible for maintaining the prescribed direction and rate of march.

77. What is a supplementary command?

Oral orders given by a subordinate leader that reinforce and complement a commander's order.

78. What is the only command you can give from inspection arms?

Ready, Port, Arms.

79. What are the commands for rest movements while marching?

"At Ease March" or "Route Step March."

80. What command is given to align the squad, platoon, or other elements?

Dress Right, Dress.

81. Starting from "Order Arms", how many counts does it take to move to "Present Arms" when armed with a rifle?

Three (3).

82. The command of execution for the command "Rear, March" is given on which foot?

The right foot.

83. On which foot is the preparatory command and the command of execution given to a marching unit to change its direction of march?

On the foot in the direction of the desired movement.

84. How do you execute "Present Arms" while carrying the M-16 at sling arms?

Reach across your body with the left hand and grasp the sling just above the right hand. Release the sling with your right hand and render the hand salute.

85. What do you do when you meet an officer while on guard duty?

Come to the position of attention and present arms.

86. What is a muster formation?

Determine accountability of personnel.

87. What command is given to avoid an obstacle while marching?

"Incline around

88. When is a leader or commander authorized to give a "ALL PRESENT OR ACCOUNTED FOR" report?

When he has personal knowledge that those personnel not in the formation are officially authorized to be absent.

89. How does a soldier leave a formation?

By coming to "Attention", taking one step to the rear, facing to the nearest flank, marching to the flank, and, when clear of the formation, double timing to his assigned post or position.

90. What commands are given to change a platoon or company formation into an extended rectangular formation ready for physical training?

"Extend to the left, March"
"Arms downward, Move"
"Left, Face"
"Extend to the left, March"
"Arms downward, Move"
"Right, Face"
"From front to rear, Count Off"
"Even numbers to the left, Uncover"

91. What command is given to change an extended rectangular formation into a company line or column formation?

"Assemble to the right, March"

92. What happens when the command "Open Ranks, March" is given?

1st rank takes two (2) steps forward.
2d rank takes one (1) step forward.
3d rank stands fast.
4th rank takes two (2) half steps to the rear.

93. Under what conditions do enlisted personnel salute other enlisted personnel?

When reporting to the president of a board or in formation.

94. At "Route Step, March" what command brings you back to attention?

"Quick Time, March"

95. How many degrees is the head turned when the command "Eyes, Right" is given?

Forty-five (45) degrees.

96. Does everyone look right on the command?

No. The right file continues to look forward.

97. From what positions may a rifle salute be executed?

Right and left shoulder arms, trail arms and order arms.

98. Which command in the manual of arms is not executed in cadence?

"Fix" and "Unfix" bayonets.

99. What are the four (4) prescribed formations for a company, battery, or troop?

Company in line with platoons in line.
Company in column with platoons in column.
Company in column with platoons in line.
Company in mass formation.

100. What are the three methods used to teach drill?

Step-by-step method.
By-the-numbers method.
Talk through method.

101. What are the only commands used to dismiss armed troops?

"Inspection Arms."
"Ready, Port Arms."
"Dismissed."

102. What is the position of the radio telephone operator in a platoon formation?

He will fall in as a left flank member even to the platoon formation.

103. What is the proper method to render a salute when marching troops at a double time?

Only the individual in charge assumes a "Quick time, March" and renders the salute.

104. What is the name of the Army song?

The Army Goes Rolling Along.

105. Where are the Commander, Guidon Bearer, and First Sergeant located in a company formation?

Commander - 12 pace to the front and centered.

Guidon Bearer - 30 inches to the rear and 2 fifteen inch steps to the left of the commander.

First Sergeant - 3 steps to the rear of the last rank and centered.

DUTY ROSTERS

Reference: AR 220-45

1. What DA Form is used for the duty roster?

DA Form 6.

2. How are names and ranks placed on a DA Form 6?

All names will be entered alphabetically by pay grade, beginning with the highest pay grade.

3. What are the abbreviations authorized on a duty roster?

A - for authorized absence.

D - for duty.

U - unauthorized absence.

4. What date will always be entered in the "TO (DATE)" section on a duty roster?

The date of the last detail covered by that roster. This date will be entered when the roster is closed.

5. What letter will indicate that those eligible for duty could not be selected because of previous detail or duty?

The letter **D** for duty will be entered when the individual must perform another duty.

6. What letter will be indicate those persons not available because of being absent without leave, in arrest, in confinement, as a result of their own misconduct?

The letter **U** for unauthorized absence.

7. To what does a number in parenthesis immediately following a person's name refer?

An explanatory note on the reverse of the roster.

8. Can units be placed on a duty roster?

Yes. By placing unit designations instead of names.

9. How are personnel chosen to perform a duty?

The person longest off the duty roster (with the highest number) will be the next person detailed. When such personnel are not available, the person on the roster who is next longest off the duty roster will be detailed.

10. How are weekend/holiday periods indicated on a consolidated roster?

By a system of vertical red lines or by indicating the dates, numbers and diagonal lines in red to separate weekend/holiday duty from the weekday duty.

11. Unit XXX is a shift-working unit. May the commander establish procedures to select duties other than those outlined in established procedures in AR 220-45?

Yes. As long as equity is maintained.

12. What is the purpose duty roster?

To record the duty performance by each person in an organization in an order to make an equitable determination of duty assignment.

13. What do diagonal lines in the right corner of any block on a duty roster indicate?

Performance of the duty on that date.

14. What names will be entered on a DA Form 6?

Only the names of those persons qualified and required performing the duty involved.

15. Do you have to maintain separate duty rosters for weekday and weekend duty?

No.

16. If a soldier cannot pull duty due to illness determined not in the line of duty, what letter will be used?

The letter "U."

FIELD SANITATION

References: FM 21-10, FM 210-10, AR 40-4

1. Who is the individual chiefly responsible for the health of the command?

The commander.

2. Define communicable diseases.

Those illnesses which can be transmitted from person to person or from animals to people.

3. There are five (5) types of communicable diseases. Name them and give examples.

- a. Insect Born (malaria, yellow fever.)
- b. Intestinal (cholera, influenza.)
- c. Miscellaneous (rabies, tetanus.)
- d. Respiratory (colds, tuberculosis.)
- e. Venereal (gonorrhea, syphilis.)

4. What is a "cat hole" and approximately how deep should it be dug?

An individual latrine used by personnel during short halts. It is dug approximately 1 foot deep and is completely covered and packed down after use.

5. What are the three (3) species of lice that are of medical importance and what do they feed on?

Body louse, head louse, and crab louse. They live on human blood.

6. In the field, what would a soakage pot or soakage trench be used for?

The disposal of wash and bath water or liquid kitchen wastes.

7. What is the life span and travel distance of a mosquito?

Depending on the species, the life span can range from 2 weeks to several months and the travel distance can range from a few hundred yards to over 100 miles with favorable winds.

8. What are three (3) types of germs that flies may carry?

Cholera, dysentery, and Typhoid.

9. In relation to water, what does "potable mean?"

Water which is safe for human consumption.

10. What are the five (5) ways in which diseases can be transmitted?

Droplets (air and dust), food, insects, physical contact, and water.

11. In a combat operation situation, how many 3 1/2 to 4oz bars of soap is each person in the unit entitled to for a period of 30 days?

Six (6) bars.

12. What are the dimensions of a straddle trench?

1 foot wide, 2 1/2 feet deep, and 4 feet long.

13. For purification of a truck full of water, how many ounces of sodium hypochloride must be used for every 100 gallons of water?

Two (2) ounces.

14. What is hygiene?

Hygiene is the self-employment of practices, which will keep one healthy. Among these practices are proper eating and body cleanliness.

15. What is the chain of disease transmission?

- a. Reservoir (source).
- b. Vehicle (means of transportation).
- c. Susceptible person.

16. One of the methods of controlling respiratory diseases is by avoidance of overcrowding; how many feet apart should beds be?

At least five feet, if less than five feet apart, they should be head to foot.

17. What are the five (5) F's of field sanitation (methods of transmission)?

Feces, fingers, flies, food, fluids.

18. What is the principal source of the organism, which causes intestinal diseases?

Human feces.

19. What are the four types of waste?

Human (feces and urine), liquid (wash, bath, and liquid kitchen wastes), garbage, rubbish.

20. A ground water source should be located at least how far from all possible sources of contamination?

30 yards or more.

21. When using immersion heaters in the field, how much water is allowed for each man?

At least one (1) quart.

22. One wash line for mess kits is provided for how many men?

Eighty (80).

23. An immersion heater reduces the capacity of a 32-gallon can to how many gallons?

Twenty (20).

24. What are five diseases carried by mosquitoes?

Dengue, filariasis, malaria, virus encephalitis, and yellow fever.

25. What is one item used to control insects and is issued to a soldier and his family?

Aerosol bomb - an insecticide.

26. Which direction should a latrine be constructed in relationship to the mess hall?

Downhill and or downstream, and in such a position that the drainage from the latrine will flow away from food and water sources.

27. Name three (3) types of latrines used by troops in the field.

Cat hole, deep pits, and straddles.

28. What three (3) items do you check on the lyster bag?

- a. Interior - Check for dirt and other contamination; check for holes.
- b. Cover - Check to make sure it fits; check for holes.
- c. Spigots - Make sure spigots are clean and in place.

29. How many chlorine ampules do you use for 5 gallons of water?

One (1) ampule.

30. What should be the temperature of potentially hazardous foods?

Hot food should be 140 degrees F or above.
Cold food should be 45 degrees F or below.

31. What is another name for insulated containers?

Mermite cans.

32. What goes on the sign when a latrine and garbage pits are closed?

Closed latrine/garbage pit and date (**except in combat**).

33. What is sanitation?

Sanitation may be defined as the effective use of measures, which will create and maintain healthful environmental conditions to include safeguarding of food and water and the control of disease-bearing insects and rodents.

34. What is military sanitation?

Military sanitation includes the practice of both environmental sanitation and personal hygiene, particularly within the framework of situations and experience associated with Army life.

35. How many cans are set up in a mess kit wash line and what do they contain?

Four (4):
Pre-dip (pre-heat) - clear boiling water.
Hot, soapy (for wash) at 180 degrees.
Two (2) clear boiling for rinse.

36. When on a long march in warm weather, why should troops be encouraged to drink water?

The human body needs a certain amount of water for cooling, waste elimination, and metabolism; any attempt to train the body to do without can lead to heat injuries.

37. What item is the soldier issued to purify his own water?

Iodine tablets.

38. What are three (3) signs to look for when using iodine tablets to see if they are potent?

Tablets which are:

- a. Steel gray.
- b. Not stuck together.
- c. Not crumbling.

39. How far must a latrine be from food and water sources to protect them from contamination?

100 yards from the unit mess; 100 feet from the nearest water source; also make sure drainage is away from water sources.

40. What is the Wet Globe Temperature Index used for?

The WBGT index is a single numeral by which the air temperature, air movement, relative humidity, and radiant heat can be expressed as favorable or unfavorable for certain types of activities.

41. What is hygiene?

Self-employment of practices which will keep one healthy.

42. When you close out your latrine in the field in a non-operational area, what are the three things that must be on your sign?

Type of pit, date closed, and unit designation.

43. Name three (3) ways of disposing of trash and waste material in the field.

Bury, burn, or carry it out with you.

44. What is brackish water?

Highly mineralized water.

45. In relation to disease reservoirs, what is the primary difference between a case and a carrier?

A case is a person who is ill with a disease; a carrier is one who is not ill but can still spread the disease.

46. What is the Army's most effective way to combat disease?

Immunization.

47. What are the seven (7) most commonly used methods for disposal of human waste in the field?

Bored hole latrine, Burn-out latrine, Deep pit latrine, Mound latrine, Pail latrine, Straddle trench, and Urine soakage pit

48. What is a vector?

Any living organism that can carry a disease-producing virus.

FIRST AID

Reference: FM 21-11

1. What steps are taken to prevent shock?

- a. Keep the body warm.
- b. Keep casualty calm.
- c. Keep the casualty's head low; turn head to the side.
- d. Loosen clothing and elevate feet.
- f. Make the casualty comfortable.

2. What does the word "hemorrhage mean?

Heavy bleeding

3. When do you remove a tourniquet?

Never! It should be removed only by competent medical personnel.

4. Who carries a first aid packet in combat?

The individual soldier.

5. What is a fracture?

A broken bone.

6. What are the two (2) types of fractures?

Closed (simple) when the skin is not broken.
Open (compound) when skin is broken.

7. What is the preferred method of artificial respiration?

Mouth to mouth resuscitation.

8. When the patient's abdomen bulges during mouth-to-mouth resuscitation it indicates what?

Air is going into the stomach.

9. How many pints of blood are there in an average adult?

10 to 12 pints.

10. What is the special precaution to remember in treating a face or neck wound?

Stop any bleeding which may be causing obstruction of the patient's upper airway; then clear the airway.

11. How are sucking wounds of the chest treated?

Have the patient forcibly exhale and hold breath while sealing the wound. Seal wound airtight by applying plastic, foil, or petrolatum gauze, directly over the wound; apply first aid dressing over the seal; maintain pressure while applying dressing. Apply reinforcing material to create further pressure and insure wound is airtight. Individual may be most comfortable in a sitting position; if not, have him lie on injured side.

12. How are belly wounds treated?

Cover wound and protruding intestines with dry, sterile dressings. Do not try to replace intestines; secure dressings, but do not apply them tightly. Give nothing to eat or drink; lips may be moistened to help lessen thirst. Leave patient on back, but turn head to one side in case of vomiting; prevent choking.

13. What are four ways to control bleeding?

- a. Pressure dressing (direct pressure).
- b. Elevation (wounded limb).
- c. Digital pressure (pressure points).
- d. Tourniquet (last resort).

14. What is the easiest manual carry for one person to carry another?

Fireman's carry.

15. When carrying a litter up and down stairs, what part of the patient is always down?

The feet.

16. What causes heat exhaustion?

Excessive loss of water and salt from the body.

17. What are the symptoms of heat exhaustion?

Headaches, excessive sweating, weakness, dizziness, and muscle cramps; skin is hot and dry.

18. Name three (3) types of bleeding.

Arterial, Capillary, and Venous.

19. How do you treat someone suffering from snow blindness?

- a. Cover eyes with dark cloth.
- b. Transport casualty to treatment facility at once.

20. What is First Aid?

It is the emergency care given to the sick, wounded, or injured before medical personnel can administer medical treatment.

21. What is psychological first aid?

Helping people with emotional injuries whether they result from physical injuries, disease, or excessive or unbearable strain on their emotions.

22. When should you apply a tourniquet to stop the bleeding?

Only when all other methods of controlling the bleeding have failed.

23. What are the four (4) life-saving steps?

Stop the bleeding.
Clear the airway.
Protect the wound.
Treat for shock.

24. Name several items of personal equipment that you as a soldier might have to make a splint.

A bayonet, entrenching tool, rifle, tent pegs, or tent pole.

25. How do you mark a casualty with a tourniquet?

By writing "T" on their forehead and the time.

26. In a serious burn what is of utmost importance?

Keeping it clean.

27. Describe mouth to mouth respiration.

Clear airway.
Position individual on back.
Tilt head back, lift lower jaw and depress tongue.
Pinch nostrils and blow in mouth.
See if chest rises.
Repeat 10 to 20 times per minute or until relieved by medical personnel.

28. When applying first aid to a casualty, whose first aid kit do you use?

His, because you may need yours later.

29. What do you do for a casualty of heat exhaustion?

Lay the victim in a cool shaded area and loosen his clothing. If the victim is conscious, give him cool salt water to drink.

30. What causes heatstroke?

Prolonged exposure to high temperatures.

31. What are the symptoms of heat stroke?

- a. Stoppage of sweating.
- b. Headache.
- c. Dizziness.
- d. Fast pulse.
- e. Nausea.
- f. Vomiting.
- g. Collapse and unconsciousness.

32. How is arterial bleeding recognized?

Bleeding in spurts of bright red blood.

33. What are the four (4) items to remember when using the mouth-to-mouth method of artificial respiration?

- a. Check pulse.
- b. Clear the airway.
- c. Tilt the head back and lift the jaw.
- d. Pinch the nose and seal the lips.
- f. Blow.

34. What is the treatment for frostbite?

- a. **DO NOT** treat by massage, exposure to open fires, cold water soaks, or by rubbing with snow.
- b. Parts of the face: Cover the frostbitten parts with your warm hands until pain returns.
- c. Hands: Place bare hands next to the skin in the opposite armpit.
- d. Feet: Place feet in the most protected area possible. Place the bare feet under the clothing and against the abdomen of another person.

35. What is trench foot?

An injury which results from fairly long exposure of the foot to wet conditions, normally at temperatures from approximately freezing to fifty (50) degrees Fahrenheit.

36. How should trench foot be treated?

Dry feet thoroughly and transport immediately to nearest medical facility. Avoid having the casualty walk if at all possible.

37. What is Immersion Foot?

An injury which result from immersing of the your feet in water or constant wetness for a prolonged period, usually in excess of 12 hours. It is similar to Trench foot, and treated in the same manner.

38. What causes Snow Blindness?

It is the effect that glares from an ice field or snowfield has on the eyes. It can occur even in cloudy weather. The early symptoms can be recognized by the scratchy feeling in the eyes when the eyelids are closed.

39. What are the methods of artificial respiration?

Mouth-to-mouth, mouth-to-nose, chest pressure/arm lift and back pressure-arm lift.

40. What is the proper type of artificial respiration used during gas and biological attacks and explain why?

The back pressure-arm lifts method, because during a chemical or biological attack both of you will be masked.

41. When would you not remove a casualty's clothing to expose a wound?

In a chemical environment.

42. When should a casualty **NOT** be placed in the shock position?

When he has a head injury.

43. What are the four (4) types of burns?

Chemical, Electrical, Laser, and Thermal.

44. May a burn victim drink water?

Yes, unless he is nauseated or in shock.

45. What are the conditions, which adversely affect vital life processes?

Bleeding, infection, lack of oxygen, or shock.

46. What is the preferred method for controlling severe bleeding?

Pressure dressing applied directly to the wound.

47. What are the shock control measures?

Control the bleeding.

Keep the soldier warm.

Loosen restrictive clothing.

Maintain adequate respiration and heartbeat.

Position the soldier depending on the location and extent of the injury received.

Reassure the soldier.

Splint fractures.

48. What are medical dressings?

Sterile pads or compresses used to cover wounds.

49. What is a bandage?

A bandage is used over a dressing to hold it in place.

50. Why do wounds of the face and neck bleed profusely?

Because of the many blood vessels located in this area. Pressure points and applied pressure cannot readily be used.

51. Why should you never give a person with an abdominal wound anything by mouth?

It would eventually pass through the injured intestines and spread contamination in the abdomen.

52. When should splints be applied to a fracture?

Apply the proven principle "splint them where they lay." This means to splint the fracture part before any movement of the soldier is attempted and without any change in the position of the fractured part.

53. What is the prescribed treatment for small burns which have blistered or charred the skin?

Since the skin is likely to break where it is blistered or charred, cover it with a sterile compress to protect it from contamination and possible infection. Secure the compress with a loosely tied bandage.

54. What is the simplest method for removal of an insect in the ear?

An insect in the ear can be removed by attracting it with a flashlight held to the ear.

FLAGS

References: AR 840-10, AR 600-25, FM 22-5, and DA Pam 360-501

1. Explain the term "Color".

A specific flag symbolic of the spirit and tradition of either the United States, or the position, individual or organizations represented.

2. What is known as the "Heading" of the flag?

The section of a flag which attaches to a flagstaff, flagpole, or mast.

3. What is the size and occasion of display of the Garrison flag?

20 feet hoist by 38 feet fly and flown on holidays as listed in AR 600-25 and other important occasions, as designated by presidential proclamation.

4. Who may order the flags carried by troops to be placed in mourning, and when so ordered, what is attached to the staff immediately below the spearheads of the United States flag and the organization's flag?

The Secretary of the Army. Two (2) streamers of black crepe 7 feet long and 1 foot.

5. What is the size and occasion for display of the Post flag?

8 feet 11 3/8 inches hoist by 17 feet fly and flown daily. When a garrison flag is not authorized, the post flag will be flown on holidays and important occasions.

6. How many US Flags will be flown on any CONUS Army installation?

Only one (1) flag of the United States will be flown at one time at any CONUS Army installation **except** as authorized by the Commanding Generals of Major Army Commands.

7. When the guidon bearer (**not in formation**) has to salute from the order or carry position, how does he salute?

The salute is given by moving the left hand sharply to a position so that the first joint of the forefinger is touching the staff, fingers and thumb are extended and joined, palm down, wrist straight, and forearm horizontal.

8. When the US Army flag is not being carried, what campaign streamer is in the preeminent position (in the center facing forward and completely identifiable)?

Yorktown, 1781.

9. What type of ornament is authorized on the presidential flagstaff?

An eagle.

10. The flag of the United States is the only flag that may be flown from a flagpole over an Army installation; however, there is one exception. What is that exception?

The Minuteman flag, if awarded, may be flown beneath the flag of the United States.

11. What are the guidon authorization criteria for separate detachments?

Guidons are authorized for separate detachments with an authorized strength of 30 or more military personnel.

12. No other flag pennant will be placed above the flag of the United States or, if on the same level, to the right of the flag. However, there are two exceptions. What are the two exceptions?

Church pennant may be flown above the flag during church services conducted by naval chaplains at sea. United Nations flag at UN Headquarters.

13. What is the proper way to raise a flag to the half-staff position?

It is first raised to the top of the staff for an instant and then lowered to the half-staff position.

14. What flags is authorized for the Office of the Sergeant Major of the Army?

The SM is authorized the National Colors and the US Army Flag.

15. At a burial service, to whom is the flag given?

The flag will be given to the nearest of kin. In the event that there is no next of kin, upon request, to a close friends or associates of the deceased veteran.

16. What is the size and occasion for display of the Storm flag?

Five (5) feet hoist by 9 feet 6 inches fly and flown in inclement weather.

17. What is known as the "hoist" of the flag?

The length of the flag (vertical edge at the flagstaff) measured from top to bottom.

18. When may the flag be displayed at night?

If illuminated, it may be displayed at night during special events or on special occasions deemed appropriate by the commander.

19. What is known as the "fly" of the flag?

The width of a flag (horizontal edge) measured from left to right, exclusive of the heading.

20. During a ceremony or a parade, how is the US Flag carried when in a procession with other flags, and how is it used by motorized or mechanized organizations?

The US Flag is carried on the marching right. If there is a line of other flags, in front of the center of that line; and on vehicles specifically adapted for color and color guards, the staff of the flag will be fixed firmly to the chassis or clamped firmly to the right fender.

21. What is the order of precedence of flags?

- (1) The US Flag.
- (2) Foreign national flags (Normally, these are displayed in alphabetical order using the English alphabet.)
- (3) Flag of the President of the United States of America.
- (4) State flags (Normally, these are displayed in order of admittance of the State to the Union. However, they may be displayed in alphabetical order.)
- (5) Military organizational flags in order of precedence or echelon.
- (6) Personal flags in order of rank.

22. What is "Positional Colors"?

Positional Colors indicate the official status or rank of certain civilian and military officials of the Army.

23. Who is authorized the United States Army Flag?

Authorized only for those individual headquarters, offices, and organizations designated by HQDA.

24. Describe the Convention of Geneva Flag?

A white rectangular flag with a Red Cross with straight arms of equal length centered thereon.

25. What is flagstaff finial?

The decorative ornament at the top of a flagstaff.

26. How are streamers awarded?

In recognition of a display of heroism or meritorious service which is the result of a group effort.

27. When and by what document was the design for the Presidential Flag authorized?

Executive Order 10860, dated 5 February 1960 authorized the design for the Presidential Flag.

28. Describe the General Officers Flag.

A scarlet background 3 feet hoist by 4 feet fly, with a horizontal line of white five-pointed stars, the number indicating the grade.

29. Under what circumstance can the retired general officers of the Regular Army, US Army National Guard, and US Army Reserve display their individual flags.

They may display their individual flags privately in their homes. Under no circumstances will a public display be made of these flags.

30. The United States Army Flag is always displayed with streamers. In weather conditions in which would adversely effect the proper handling of the US Army Flag, command may limit representation to how many streamers?

Twenty-five (25) streamers, two (2) for each campaign (first and last campaign of each war) and one for the Mexican Expedition.

31 Who are authorized a US Flag over their casket at a military funeral?

Members of the active military force, Army National Guard, Army Reserve, honorably discharged veterans and retired military personnel.

32. All flags, standards, and colors taken by the Army in war from the enemies of the United States will be sent to whom?

The Secretary of the Army.

33. How long is the US Flag flown at half-staff after the death of a President or former President?

Thirty (30) days.

34. When the national flag is worn-out, how is it disposed of?

The star section is cut from the flag and then both sections are burned together.

35. When the flag is draped over a casket, where are the stars located?

Over the left shoulder of the deceased.

36. When can the flag be flown upside-down?

In times of emergency.

37. What does Retreat mean?

Retirement of the colors from the days activities.

38. When military personnel die, and the flag is presented to the beneficiary, who provides the flag?

The Postmaster General.

39. After folding the flag at a funeral, what should be showing?

The stars.

40. At what position is the color guard at if not at Present Arms?

Right shoulder arms.

41. At what interval does a color guard march?

Close interval.

42. Does the color guard ever execute rear march?

No.

43. What is the difference between the national colors and the national flag?

The national colors have a gold fringe around it.

44. When is the garrison flag displayed?

On holidays and other important occasions.

45. How is the US flag displayed in the front of a chapel?

The flag will be placed at the congregations' right as they face it.

46. What do the thirteen (13) stripes on the American flag represent?

They represent the thirteen (13) original states that contended for their independence.

47. What do the colors of the flag represent?

White is for purity and innocence, **red** is for hardiness and valor, and **blue** is for vigilance, perseverance and justice.

48. What is a guidon?

Guidons are unit markers for companies, batteries, troops, and certain designated detachment and units.

49. What size is a guidon?

Guidons are 1 foot 8 inches on the flagstaff and 2 feet 3 3/4 inches from the flagstaff to the swallowtail forked 10 inches.

GENERAL KNOWLEDGE

1. How much time in grade is required for promotion to SGT?

Eight (8) months as SPC (one-half of the time in grade may be waived.)

2. In accordance with AR 600-200, Promotion Boards can be mixed, composed of commissioned officers, warrant officers, or enlisted personnel or an all enlisted board. When the board is an all enlisted board, what requirement exists in regards to the President of the Board?

The President of an all enlisted promotion board must be a Command Sergeant Major or a frocked CSM. If there is not a CSM present or assigned to the promotion authority, the senior member may be a Sergeant Major.

3. Name the two (2) types of promotion point adjustments that are authorized?

Correction of an error and adding of additional administrative points.

4. When transporting a casualty using the one-man carry, what is the best carry to use for long distance?

Pistol belt carry.

5. All chaplains are addressed as "Chaplain" regardless of military pay grade or professional title. When a chaplain is addressed in writing, how is the grade indicated?

Grade is indicated in parentheses. For Example, Chaplain (Maj.) John F. Doe.

6. Prior to engagement of hostile aircraft with small arms what rate of fire is selected?

Highest rate of fire for the weapon.

7. When is the soldier's name on the secondary zone list for promotion to grade SGT be transferred to the primary zone?

It will be transferred on the first day of the month in which he/she completes 36 months of active Federal Service.

8. Name the ranks of "Field Grade Officers?"

Major, Lieutenant Colonel, and Colonel.

9. What is the basic counter-intelligence responsibility of every soldier?

To keep information about yourself, your unit, and any other military information you might have from falling into unauthorized hands.

10. Communications are very important to any Army operating in the field. Some of the means of communication are: Radio, telephone, and messenger. Which of these is the most secure means for enemy interception?

Messenger.

11. What is the purpose of the clothing allowance?

To repair or replace issued clothing bag items.

12. How long should a soldier in the Army before he/she starts receiving clothing allowance?

Six (6) months.

13. What is the purpose of the troop layout inspections?

To see that you have all the clothing and equipment issued to you, and that you are properly maintaining these items.

14. What are three (3) classifications of supplies and equipment?

Expendable, nonexpendable, and durable.

15. When speaking of supplies and equipment, what is meant by "durable?"

Durable items which are not consumed in use, retain their original identity, but are neither expendable nor nonexpendable.

16. What is the lowest enlisted grade authorized to perform headcount?

Specialist.

17. What does the letters "PMOS" stand for?

Primary Military Occupational Specialty.

18. What is the Table of organization and Equipment?

An Army Authorization Document which prescribes the amount of personnel and equipment necessary for a unit to perform its mission. (TO&E)

19. What is the Table of Distribution and Allowances?

An Army Authorization Document which prescribes the organizational structure for a unit having a unique mission for which a "TOE" does not exist. It normally contains a large percentage of civilian positions.

20. In relation to the "QMP" what is the reenlistment ineligibility point?

Maximum number of years of active federal service authorized for a soldier in a specific grade.

21. What are two (2) types of inspections?

In-ranks and Quarters.

22. To recognize outstanding performance, unit commanders may advance soldiers to PFC who has at least 6 but less than 12 months of time in service (two months time in grade may be waived). What percentage of assigned and attached PFC soldiers may have less than 12 months time in service as outlined by HQDA?

20 Percent.

23. When does approve Bar to Reenlistment be reviewed by the unit commander?

At least each 6 months after the date of approval, and 30 days before the soldier's scheduled from the unit or separation from the service.

24. Who is the final approving authority for any bar to reenlistment?

At least one approval level higher than the initiating authority (A Bar initiated by any commander above the company or battery or troop level must be approved at the general officer or GCMCA (General Court Martial Convening Authority) level, or at USAEEA as proper.

25. A soldier can be administratively discharged for unsatisfactory performance under what authority?

Chapter 13.

26. A soldier can be administratively discharged for failure to meet Army weight control standards under what authority?

Chapter 5.

28. Concerning official Military Personnel File on microfiche, which section of the fiche that is not viewed by selection boards and career managers without the written approval from the CDR; MILPERCEN, CDR, ARPERCEN, or HQDA?

The restricted fiche.

GUARD DUTY

Reference: FM 22-6

1. What is a military guard?

An individual responsible to keep watch over, protect, shield defend, warn, or any duties prescribed by general orders and or special orders.

2. What is the definition of challenge and the phraseology used?

Any process carried out by one unit or person with the object of ascertaining the friendly or hostile character or identity of another. "Halt, who is there?"

3. Checking a countersign is referred to as?

Parole.

4. The guard may be of two (2) types. Name them.

Interior and exterior guard.

5. A guard on post is governed by two (2) types of orders. Name them.

1. **General Orders** - outlines fundamental responsibilities and applies to all guard posts.
2. **Special Orders** - instruct him in the actual performance of his duty and apply to a particular guard post.

6. What are your three (3) general orders?

(1) I will guard everything within the limits of my post and quit my post only when properly relieved.

(2) I will obey my special orders and perform all my duties in a military manner.

(3) I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief.

7. Armed guards must have completed classes on the weapons used on guard duty. True or False?

True.

8. What is the purpose of a **special guard**?

To protect vehicles, buildings, equipment, supplies, and other property not protected by the main guard.

9. Who sets the standards for conduct and actions of exterior guards?

Standards are limited only by the desires and instructions of the commanders and small unit leaders and by the training and initiative of the guards themselves.

10. Who is entitled to use parole words?

It is a secret word imparted only to commanders and members of the guard, and those entitled to it.

11. What is the guard's response to a parole word?

The guard knows that he is being inspected by an authorized person. The guard replies with both parts (the challenge and the password) of the countersign. The guard does not use the password at any other time.

12. What are countersigns and parole words used for on guard duty?

Countersigns are a challenge and response in pre-selected code word; a parole word is a code word that identifies a person authorized to inspect the guard.

13. What is the maximum punishment for compromise of a parole word or countersign?

Death.

14. Does a sentinel with a raised pistol salute after challenging?

No. He stands at raised pistol.

15. May a guard leave his post to investigate or apprehend person(s) involved in a disorder on or near his post?

No.

16. You are on guard duty and you are not relieved at the expiration of your tour of duty. What should you do?

Stay at your post and contact the commander of the relief for instructions.

17. Who may give guard members orders?

Only the guard chain of command.

18. When a guard is armed with rifle, carbine pistol, or shotgun challenges will the weapon be pointed at the challenged?

No. Post arm for rifles and raised pistol.

19. When asked by an inspecting officer, "What are your orders?" what is your reply?

Your reply should be: "Sir, my orders of two classes, general and special." State your general orders and answer any questions pertaining to your special orders for your post.

20. List in order the chain of command of guard duty.

Sentinel (Guard)
Commander of the Relief
Sergeant of the Guard
Commander of the Guard
Officer of the Day
Field Officer of the Day

21. What are the normal tour of duty for the officer of the day and the field officer of the day?

24 hours.

22. How many reliefs compose a guard?

Three (3).

23. Who within the composition of the guard assigns posts to the guards?

Commander of the relief.

24. On the directive of "Prepare the guard for inspection," what is the next command given to the guard by the Commander of the Guard?

Open Ranks, March.

25. What are the three purposes of interior guard?

To preserve order, protect property, and enforce military regulations.

26. What two main qualifications must a soldier have before being eligible for guard duty?

He must know his general orders and be qualified with his individual weapon if it is being used for guard.

27. Who inspects the guard?

The Officer of the Day (OD) or Sergeant of the Guard when an OD is not appointed.

28. How does a posted guard with a rifle salute?

Halt; face music, person, or colors and present arms.

29. You are standing guard at the post ammunition dump. You notice a group of people heading in your direction. What measures should you take?

Come to position of Port Arms and call "Halt, who is there?"

30. What disciplinary actions can be handed out to an individual who is caught sleeping while on guard duty?

Sleeping on guard duty can be punishable by court martial.

31. What action does the Commander of the Relief take when a guard is posted and relieved when live ammunition is used on the guard post?

The Commander of the Relief will personally supervise the loading, unloading, and clearing of the weapon.

32. Must all special orders be in writing?

No. They may be written or oral.

33. If you find an irresponsible guard on post, what should your action be?

Notify the commander of the guard or NCO of the guard and stay on the post until a qualified guard is posted.

34. What is a supernumerary?

An extra member of the guard who is used when needed to replace a guard or perform duties prescribed by local directives.

35. What is the fixed post system for guard duty?

Assigning sentinels to guard duty at fixed posts where they remain until relieved.

36. During the hours of challenging, when does the guard or sentinel salute?

The salute is rendered as soon as the officer has been recognized and has advanced.

37. What ranks is normally assigned to posts?

Privates and Specialists are normally assigned posts. NCOs may be assigned posts at the discretion of the Commanding Officer.

38. When are special guards detailed?

When it is impractical to use members of the main guard.

39. What is interior guard?

A guard or guard force which is detailed to protect property and enforce specific military regulations within the confines of the installation. Interior guard applies to posts both inside and outside of building located on the installation.

40. Define exterior guard.

Exterior guard is not as formal and restricted as interior guard is. Exterior guard usually performs their duties outside the limits of the installation such as in combat and field training areas and consists of lookouts, listening posts, outposts, specially designated patrols, and other guards in combat zones and field training areas.

41. Does a sentry or guard salute indoors?

Yes.

42. What is deadly force?

The power to cause death or bodily harm.

43. What is the proper use of deadly force?

Only the minimum amounts of force necessary to make an apprehension.

44. Under what conditions may a guard use deadly force?

- a. For self-defense in the event of imminent danger or death or serious bodily harm.
- b. To prevent the actual theft or destruction of property designated for protection.

45. What is meant by the hours of challenging?

It means the hours of darkness and during the hours of poor visibility (fog, heavy, rain, etc)

LAND NAVIGATION

Reference: FM 21-26

1. What are the basic colors on a map and what do they stand for?

Blue-water, Red-roads, Black-man made objects, Green-vegetation, Brown-contour lines.

2. What is the basic rule for reading coordinates on a map?

Read right and up.

3. Land navigation demands application of what two basic rules?

Begin from a known point both on the ground and the map orient the map to the ground and keep it oriented throughout the movement.

4. What is intersection?

Locating a distant or inaccessible feature on the map by shooting an azimuth from two known points towards this object. Where the lines cross the map is the location of the object.

5. What is resection?

A method of locating one's position on the map. Take azimuth readings to distant points on the ground that can be identified on the map, convert to back azimuth and grid azimuth and draw these azimuth lines from the known points on the maps, where these lines intersect is your location.

6. What is a polar coordinate?

This is the method of plotting or locating an unknown point using an azimuth and a distance from a known starting point.

7. What is a map overlay?

A map substitute, a piece of transparent plastic placed on a given map with certain items traced on them, reference grids drawn, name, date, or scale indicated used in conjunction with a map which does not already contain the overlay information.

8. In military symbols, what colors is used for a map overlay, and what do they mean?

Blue-Friendly Forces, Red-Enemy Forces, Green-Engineer obstacles, both friendly and enemy forces, Yellow-contaminated areas, both friendly and enemy, Black-boundaries.

9. What are the three elements necessary for a land navigation process known as dead reckoning?

Known starting point, known distance, known azimuth.

10. What is a planametric map?

A map, which represents only the horizontal positions of the features, represented, for example: a road map.

11. What is meant by declination?

The angular distance between any of the three north.

12. To identify an unknown symbol on a map where should you look?

In the legend.

13. What is a map?

A map is a graphic representation of the earth's surface drawn to scale as seen from above.

14. What is the definition of scale?

The scale of a map is expressed as a fraction and gives the ratio of a map distance to ground distance.

15. There are 11 different types of military maps. What are they?

Joint Operations Graphics
Military City Map
Photo Map
Photomosaic Map
Picto Map
Planametric Map
Plastic Relief Map
Plastic Relief Photo Map
Special Map
Terrain Model
Topographic Map

16. What is latitude?

Distance of a point north or south of the equator.

17. What are the meridians of longitude?

Rings around the globe at right angles to lines of latitude and passing through the poles.

18. What are parallels of latitude?

Rings around the earth parallel to the equator.

19. Through what city does the prime meridian on American and British maps run?

Greenwich, England (this is the reason the prime meridian is sometimes referred to as the Greenwich meridian).

20. What is longitude?

The distance east or west of the prime meridian to a point not exceeding 180 degrees.

21. What grid systems are used by the military?

The Universal Transverse Mercator Grid (UTM) and the Universal Polar Stereographic Grid (UPS).

22. What is the graphic (bar) scale on a map used for?

A graphic scale is a ruler printed on the map on which distances on the map may be measured as a representation of actual ground distances.

23. What is the most commonly used military method of expressing direction?

Azimuths.

24. How is a back azimuth obtained?

To obtain a back azimuth from an azimuth, add 180 degrees if the azimuth is 180 degrees or less, or subtract 180 degrees if the azimuth is more than 180 degrees.

25. What is a declination?

The angular difference between true north.

26. What is a bearing in relation to map reading?

An angle measured east or west from a north or south reference line. A bearing cannot exceed 90 degrees or one quarter of a circle.

27. What is the most commonly used and simplest instrument for measuring directions and angles in the field?

A magnetic compass.

28. What are the two most common varieties of magnetic compasses used by the military today?

The lensatic compass and the artillery (M2) compass.

29. Where should compass readings never be taken?

Near visible masses of iron or electrical circuits.

30. When is a map considered oriented?

When it is in a horizontal position with its north and south corresponding to the north and south on the ground.

31. What are the methods of map intersection?

The compass method and the straight edge method.

32. What do evenly spaced, close together contour lines indicate?

A uniform, steep slope. The closer the contour lines the steeper the slope.

33. What are the other methods of depicting relief?

| | |
|---------------|---------------|
| Layer tinting | Contour lines |
| Form lines | Hachures |
| Shaded relief | |

34. What are some of the tones yielded by a pictomap?

Lantone, buff, for uncovered land; vegeton, green, for vegetation of one form or another; and shadow tone, black green, for darker shades and shadows.

35. What are the different scales of a map and what are their ratios?

Small - 1/600,000 and below.
Medium - Between 1/600,000 and 1/75,000.
Large - 1/75,000 and over.

36. What are the eight terrain features?

Hilltop, ridge, valley, saddle, depression, draw, spur, and cliff.

37. What is a special purpose map?

One that has been designed or modified to give information not covered on a standard map or to elaborate on the standard data.

38. What do the contour lines show on a map?

An imaginary line along which all elevations are the same.

39. What is a grid system?

A grid (a series of straight-line intersection at right angles) that furnishes the map-reader with a block system similar to most cities block systems.

40. What is another term for scale?

Representative fraction.

41. What is an azimuth?

It is a direction measured in degrees from a baseline.

42. Four general rules should be used when utilizing a compass. What are they?

- a. Keep away from metal objects and high tension wires.
- b. Keep closed when not in use.
- c. Set initial azimuth if compass is to be used in darkness:
- d. Handle with care.

43. Can the lensatic compass be used at night?

Yes.

44. Why are maps important?

When used correctly, maps can give accurate distances, location, heights, best routes, key terrain features, and cover and concealment information.

45. What is the fastest way to orient a map?

With a compass.

46. What do contour lines evenly spaced and wide apart indicate?

A uniform, gentle slope.

47. How many **mils** are there in a compass?

6,400 mils.

48. If you see a symbol on a map that you are not familiar with, how do you find out what it is?

Look in the legend of the map.

49. How do you distinguish a draw from a ridge?

Contour lines form arrows pointing to high elevations. In a draw they form arrows that point to low elevations in ridges.

50. What does one click of the bezel ring on the lensatic compass equal in degrees?
3 degrees/5 mils.
51. What do contour lines indicate?
Elevation and relief of terrain features.
52. An eight-digit coordinate locates a point to within how many meters?
10 meters.
53. What are the two methods of orienting a map?
By aligning the map with prominent landmarks and by using the compass.
54. How is true north usually symbolized on a declination diagram?
By a star.
55. If you are traveling on an azimuth of 90 degrees, what direction are you traveling?
East.
56. You are aiming your compass at an azimuth of 30 degrees, what would your back azimuth be?
210 degrees.
57. What are the two most commonly used types of aerial photographs?
Vertical and oblique.
58. Where is the declination diagram located on a map?
Lower margin of large-scale maps.
59. What are military symbols and what kind of maps uses them?
They represent military features and they appear in special maps and overlays.
60. What is the most important part of the compass to check during the inspection?
Floating dial.
61. How many clicks are there on a bezel ring?
120.

MILITARY JUSTICE

References: AR 27-10, Manual for Courts-Martial (MCM), 1984

1. May an enlisted member serve on a court-martial board? If so, under what conditions?

Yes. The service member must not be a member of the accused unit, the accused must have requested enlisted members to serve on the board, and he must be senior in rank of the accused.

2. A general court-martial must consist of a military judge and how many members?

At least five members, unless the accused requests in writing a trial by judge alone.

3. Can you refuse a court-martial? If so, what kind?

Yes, you can refuse both an Article 15 and a summary court-martial. A special or general court-martial cannot be refused.

4. Normally, how long do you have to submit an appeal of a court-martial decision?

General - 30 days; Special - 20 days; Summary - 7 days.

5. Do you, as the accused, have the right to be represented by a civilian attorney?

Yes, as long as there is no expense to the government.

6. Does the accused have the right to be represented by a military attorney of his/her choice?

Yes, if the counsel has been determined to be reasonably available.

7. As a member of the US Army, are you restricted to US Army attorneys for counsel during court-martial proceedings?

No, you may be appointed any attorney regardless of the branch of service of that attorney.

8. You have returned to the Army after a separation of three years. While serving in Vietnam during your previous enlistment, you were involved in the murder of a foreign national. During this tour, the murder and your involvement went undetected, but it has now come to light. A US COURT cannot try you, since the crime was not committed within their jurisdiction. Does your break in service prevent your being brought to trial for this offense under UCMJ? Explain your answer.

No, if you have committed a crime punishable by up to five years confinement and have re-entered the service, you are thereby subject to the UCMJ and can be tried by general court-martial.

9. According the Manual for Courts-Martial, what is the difference between arrest and confinement?

Arrest is the restraint of a person by an order directing him/her to remain within certain specified limits; and confinement is the physical restraint of a person.

10. According the Manual for Courts-Martial, is the accused obligated to have a defense counsel, whether he/she/ desires one or not?

No. The accused may conduct his/her own defense if so desired.

11. When an individual request that enlisted personnel be included at his/her court-martial, what percentage of the court-martial board must be enlisted?

When requested by the enlisted accused, at least one-third of the board must be enlisted personnel unless the convening authorities direct that the trial proceed in the absence of enlisted members.

12. What is the necessary number of board members to convene a special court-martial?

3 members, or 3 members with a judge, or a judge alone.

13. In peacetime to what rank may a commissioned officer be reduced by a general court-martial?

A commissioned officer may only be dismissed by a general court-martial. A general court martial only in wartime may reduce Commissioned Officers.

14. To what rank does a summary court-martial have the power to reduce a Staff Sergeant?

A summary court-martial can reduce an SGT or above one pay grade.

15. Under a general court-martial, a SFC is found guilty and sentenced to hard labor without confinement. Would there be a corresponding reduction in rank prescribed?

This sentence requires an automatic reduction in rank to pay grade PVT.

16. When and only when is an accused not permitted to refuse an Article 15 and request a trial by court-martial?

An accused individual cannot refuse an Article 15 when aboard a vessel at sea.

17. May the accused or his/her counsel challenge the military judge and/or the members of the general court-martial?

Yes. This challenge must be in writing and only one person can be challenged at a time.

18. Who may impose nonjudicial punishment?

Commanding officers.

19. A commanding officer may impose nonjudicial punishment on whom?

Military members of his command.

20. At what time of the day are extra duties required to be performed by offenders?

At any time.

21. Who notifies the offender of the nonjudicial punishment?

The imposing commander, or a commissioned officer, warrant officer or NCO (SFC or above), when authorized by the commander, and senior to the person being notified.

22. Define remission.

The cancellation of any portion of the unexecuted punishment imposed under Article 15.

23. Define mitigation.

A reduction in either the quantity or the quality of a punishment but its general nature remains the same.

24. Who may change the specific limits of restriction relating to authorized punishment?

The commanding officer who imposed the punishment, his successor in command, or a superior authority.

25. When do unsuspended punishments of reduction and forfeiture of pay take effect?

On the date imposed.

26. Who determines whether the Article 15 proceeding shall be open to the public?

The commander imposing the Article 15 proceedings.

27. Normally the commander will grant an offender's request that the Article 15 proceedings shall be open to the public. Under what circumstances will it be denied?

When they could involve discussion of classified information.

28. Under what circumstances would a commanding officer refer a case to the appropriate superior?

When the commander determines that his authority under Article 15 is insufficient to impose appropriate punishment.

29. What is the maximum forfeiture of pay a person is subject to as a result of one or more actions under Article 15?

One-half of one month's pay for two months.

30. Who may act on an appeal to an Article 15?

The authority next superior to the commander who imposed punishment.

31. Can a commanding officer impose nonjudicial punishment on a member of his command who has departed?

No.

32. What is the purpose of nonjudicial punishment?

- a. To correct, educate, and reform offenders.
- b. Preserve an offender's record of service from stigma of court martial.
- c. Further military efficiency by disposing of minor infractions in a manner requiring less time and personnel than trial by court-martial.

33. What does admonition mean?

A warning or reminder given to an offender to deter repetition of a type of misconduct and to advise the offender of the consequences that may follow from a recurrence of that misconduct.

34. Does the individual have the right to contact a lawyer and receive legal advice prior to deciding whether to accept punishment under that provision of Article 15 and UCMJ?

Yes.

35. Confinement on bread and water can be imposed upon whom?

PFC and below when attached to or embarked on a vessel.

36. What grades can a commanding officer reduce under Article 15?

Only grades that he/she is authorized to promote.

37. Can a NCO be reduced to a SPC under Article 15?

Yes. A NCO can be reduced to a specialist of lower grade.

38. What does apprehension mean?

Taking a person into custody.

39. If an individual is given extra duty and or restriction under the provisions of Article 15 and then appeals the punishment, when does the restriction and extra duty start?

Immediately. If after a written appeal is made in a timely manner, usually 5 days, and a decision on the appeal is not made by the appellate authority then the punishment involving deprivation of liberty is interrupted until the appeal is acted upon.

40. Must an officer have written order to arrest a soldier?

No. The officer need only to notify the soldier that he/she is ordered into arrest and inform him/her of the limits of the arrest.

41. What does setting aside and restoration mean?

This is an action whereby the punishment or any part or amount, thereof, whether executed or unexecuted, is set aside, and any property, privileges, or rights affected by the portion of the punishment set aside is restored.

42. A captain or below can cause a soldier to forfeit how many days pay under Article 15?

Seven days.

43. A captain and below can make a soldier work how many days extra duty under Article 15?

Fourteen (14) days.

44. A company grade commander may reduce an SPC to what grade under Article 15?

PFC, one grade.

45. Can a NCO impose punishment under Article 15?

No.

46. A field grade commander can restrict for how long?

60 days.

47. Name two ways that admonition and reprimand under Article 15 can be imposed.

Orally and in writing.

48. What does former jeopardy mean?

Being tried a second time for the same offense.

49. What is UCMJ?

Uniform Code of Military Justice.

50. When punishment is administered under Article 15, on what date does the punishment become effective?

On the date punishment is imposed, unless otherwise prescribed by the officer imposing the punishment.

51. What five (5) types of punishments can a company commander impose on a SPC or below under Article 15?

Extra Duty, reduction in grade, restriction, forfeiture, and admonition/reprimand.

52. What is the highest court to which a soldier can appeal for military matters?

Court of Military Appeals.

53. Who is President of a court-martial?

The senior officer present.

54. In a Special Court-Martial without a military judge, who performs his duties?

The President of the court-martial.

55. In a summary court-martial who performs the military Judge's duties?

The Staff Judge Advocate.

56. How is voting done on special court-martial?

By secret written ballot.

57. What title is given to the military equivalent on the prosecution attorney in a civil court?

Trial counsel.

58. Is a military judge considered a member of the court?

No.

59. What is the purpose of a military judge?

To ensure the accuser's rights are protected and insure correct legal procedures are used.

60. What is the Uniform Code of Military Justice?

It is a Federal Law and is the basis of our military system of criminal justice courts and sets forth-basic procedures.

61. Can punishment under Article 15 be imposed while a demand for trial is in effect?

No. Except when a person is attached to or embarked on a vessel.

62. Must you accept nonjudicial punishment?

No, unless attached to or embarked on a vessel. Trial by court-martial may be demanded.

63. Does the Commander have to notify you of your rights to demand trial by court-martial?

Yes.

64. If an Article 15 is appealed, what three actions may the appealing authority take?

Leave it the same, reduce the punishment, or set the whole thing aside.

65. If your commander is considering giving you an Article 15, can his superior influence his decisions in any way?

No.

66. Can an enlisted member be reduced for inefficiency under Article 15?

No. Inefficiency is considered an administrative reduction.

67. What is suspense as defined by the manual for court-martial?

The action taken to grant to a deserving member a probational period during which he/she may show that he/she is deserving of remission of the suspended portion of the nonjudicial punishment imposed.

68. When and only when can a military judge try a general court-martial alone, without participation of other members?

When the accused requests in writing a trial by military judge alone.

69. Can a captain reduce a Sergeant? Who can?

No. A field grade commander.

70. Does failure to notify a soldier of his rights under Article 31 mean an automatic acquittal of the charges?

No.

71. May a plea of "no contest" be entered in military courts?

No.

72. Who can impose correctional custody?

Any commander unless the authority to impose has been withheld by a superior authority.

73. What duties can an officer on arrest in quarters be allowed to perform?

Any military duty not involving the exercise of command. If a commissioned or warrant officer in arrest in quarters is placed on duty involving the exercise of command by an authority having knowledge to the status of arrest in quarters, that is thereby terminated.

74. Who has the statutory authority to establish a military criminal law system?

Congress of the United States.

75. When was the UCMJ enacted?

1951.

76. How did the UCMJ come about?

In 1951, Congress enacted the UCMJ, which replaced and was based upon the Articles of War, which had been in existence in various forms since 1775.

77. Who has the authority to establish procedures to be followed in military criminal proceedings?

The President of the United States.

78. What are the two types of Article 15?

- a. The formal Article 15
- b. The summarized Article 15

79. What is the difference between a Formal Article 15 and a Summarized Article 15 other than the punishment?

The Formal Article 15 is a permanent record and the Summarized Article 15 is not.

80. What is the maximum punishment authorized for a Summarized Article 15?

14 days extra duty, 14 days restriction, and an oral admonition or reprimand.

81. What are the maximum punishments that a company/battery commander in the grade of Captain and below may impose Under Formal Article 15 action to enlisted personnel?

Reduction of SPC or below one grade; 14 days restriction and 14 days extra duty or 7 days correctional custody (correctional custody may only be given to PFC and below); forfeiture of 7 days pay.

82. If an accused believes that his punishment under Article 15 is too harsh, he may appeal to whom?

The next superior authority.

83. What are the maximum punishments that a field grade commander may impose under Formal Article 15 action to enlisted personnel?

Reduction of a SGT or SSG one grade if commander has promotion authority to those grades. Reduction of a CPL/SPC and below to PV1; 60 days restriction and 45 days extra duty or correctional custody for 30 days; forfeiture of 1/2 of a months pay per month for two months.

84. What should a company grade commander do if he determines that his authority (under Article 15 is insufficient to impose an appropriate punishment upon an offender?

He should refer the case to the next superior commander.

85. What is the maximum number of hours of extra duty per day that can be given under Article 15?

Extra duties may be required to be performed at any time and within the duration of punishment, for any length of time, as long as it does not impair the soldier's health, and is not demeaning to the soldier.

86. Must the appeal be oral or in writing?

In writing.

87. Within how many days must an appeal of an Article 15 be made?

Five (5) days from imposition of punishment.

88. Can the authority of a commanding officer to impose punishments under Article 15 be delegated?

Yes, (only by a general officer.)

89. What is the minimum number of members for each type of court-martial?

Summary (1), Special (3), General (5)

90. Is the Military Judge counted in the minimum number of court-martial members for a special and general court?

No.

91. What is the maximum punishment authorized by a summary court-martial?

SPC and below may be reduced to PV1, confinement at hard labor for one month and forfeit 2/3 pay per month for one month. (Personnel in grades SGT and above may only be reduced one grade and may not be adjudged confinement at hard labor).

92. What is the maximum punishment authorized by a special court-martial?

Reduction to PV1, confinement at hard labor for 6 months and forfeiture of 2/3's pay per month for 6 months.

93. What is the maximum punishment authorized by a Bad Conduct Discharge special court-martial?

BCD discharge, reduction to PV1, confinement at hard labor for 6 months and forfeiture of 2/3 pay per month for 6 months.

94. What is the maximum punishment authorized by a general court-martial?

Death penalty.

95. What is meant by matters in extenuation and mitigation?

Any evidence or information that may be helpful to an accused may be admitted at a trial by court-martial in order that the court may give a lighter sentence.

96. What are the three ways that a commander may lawfully seize the property of a person in his unit?

Lawful searches and seizures, inspections and inventories.

97. What must a commander consider before authorizing a search?

That there is probable cause that an offense has been committed and that the items connected with the offense will be found in the location he intends to search.

98. What is Article 31?

This article specifies an individual's right to remain silent and to have legal counsel. It protects against self-incrimination.

99. How many articles are there in the UCMJ?

140.

100. After charges are read to an individual under Article 15, he/she has how long to decide whether to accept an Article 15 or demand trial by court-martial?

Normally, 48 hours; however, the commander may grant more time if it is requested.

101. What is the highest military appeal court in the Army?

The Court of Military Appeals.

102. When a service member asks for a court-martial board to consist of other enlisted members, what percentage of the board must be enlisted?

One third.

103. What does the Uniform Code of Military Justice establish?

The UCMJ declares what conduct is a crime, establishes the various types of courts and sets forth the basic procedures to be followed in the administration of military justice.

104. What is the role of the Staff Judge Advocate?

He is charged with making sure that the criminal justice in the command is administered properly and fairly.

105. In what areas can the Staff Judge Advocate help the service member?

- a. Court-martial and other disciplinary proceedings.
- b. State and federal income tax returns.
- c. Personal property damaged while on duty.
- d. Drafting legal documents such as wills, powers of attorney, etc.
- e. Explanation of legal rights.

106. What is Article 138?

The right to make a formal complaint against a commanding officer or a superior officer in the chain of command which is investigated and then reviewed by the Staff Judge Advocate as the designee of the Secretary of the Army.

107. What is the difference between disciplinary action under the provisions of Article 15 and trial by court-martial?

A court-martial conviction is a federal conviction. An Article 15 is nonjudicial punishment.

108. What are the five types of discharge?

Honorable, General (Under Honorable Conditions), Other Than Honorable, Bad Conduct, and Dishonorable.

109. How is an Article 15 appealed?

Through the imposing commander to the next higher commander.

110. Who is the president of a court-martial?

The senior officer present on the court-martial.

111. Must you accept punishment under Article 15?

No. You can demand trial by court-martial (unless attached to or embarking on a vessel).

112. When punishment is imposed under Article 15, how long does soldier have to submit an appeal?

Three (3) days for summarized proceedings, 5 days for formal proceedings.

113. What are articles 77 through 134 known as?

Punitive articles.

114. What does "Field Grade Article 15" mean?

Nonjudicial punishment imposed by a field grade officer, normally a Battalion commander.

115. Can a member of the Armed Forces accused of a civilian offense be delivered to civilian authorities?

Yes, upon request.

116. What is the purpose of an Article 15?

Expeditious handling of minor offenses.

117. It is legal for a commander to administer two Articles 15s to you for two separate offenses, if he is aware of both offenses?

No, he must combine both charges into one Article 15.

118. If you appeal an Article 15 and your appeal is denied, can the appealing authority increase the punishment given by the commander?

No.

119. What is the lowest form of legal punishment?

Summarized Article 15.

120. What is the SOFA and how does it apply to military justice?

Status of Forces Agreement; the host country may have jurisdiction over U.S. soldiers that commit crimes.

121. What is double jeopardy?

Being tried a second time for the same offense by the same sovereign authority.

122. Who may serve on a court-martial?

Any service member on active duty.

123. Is a military judge considered a member of the court?

No.

124. What is a reprimand?

A reprimand is an act of formal censure, which reproves or rebukes the offender for his misconduct.

125. If an Article 15 is appealed, what three actions may the appellate authority take?

Leave it the same, reduce the punishment, set the whole thing aside.

126. Who may impose an Article 15?

Any commissioned officer or warrant officer in command.

MILITARY LEADERSHIP

Reference: FM 22-100

1. What is military leadership?

The process by which a soldier influences others to accomplish the mission.

2. What is discipline?

The prompt and effective performance of duty in response to orders, or taking the right action in the absence of orders.

3. Name the five (5) steps in the problem solving-decision making process.

Identify the problem.
Gather information.
Develop courses of action.
Analyze and compare courses of action.
Make a decision; selection a course of action.

4. Leadership is largely developed by what?

Experience, environment and training.

5. What are the three (3) styles of leadership and give a definition of each.

Authoritative - a style of leadership in which the leader tells his subordinates what he wants done and how he wants it done without getting their advice or ideas.

Delegative - a style of leadership in which the leader entrusts decision-making authority to a subordinate or group of subordinates. The leader is still responsible for the subordinates' decisions.

Participative - a style of leadership in which the leader involves one or more subordinates in determining what to do and how to do it. The leader maintains final decision-making authority.

6. What are the three (3) phases of the decision making process?

Prepare, decide, act.

7. What is the ultimate objective of military leadership?

The successful accomplishment of the mission.

8. What are the eleven (11) principles of leadership?

1. Be technically and tactically proficient.
2. Develop a sense of responsibility in your subordinates.
3. Employ your unit in accordance with its capabilities.

4. Ensure that the task is understood, supervised and accomplished.
5. Keep your soldiers informed.
6. Know yourself and seek self-improvement.
7. Know your subordinates and look out for their well being.
8. Make sound and timely decisions.
9. Seek responsibility and take responsibility for your actions.
10. Set the example.
11. Train your soldiers as a team.

9. What is tact?

The ability to deal with others in a respectful manner.

10. What are the four (4) indicators of good leadership?

Morale, Discipline, Proficiency, Espirit de Corps.

11. What are the professional character traits?

Candor, commitment, competence, courage, and integrity.

12. What are the four (4) factors of leadership?

Follower, Leader, Situation, Communication.

13. What is the Five Paragraph Field Order?

Mission, Situation, Execution, Service Support, Command and Signal.

14. What are the Troop Leading Procedures?

Receive the mission.
Issue the warning order.
Make a tentative plan.
Initiate necessary movement.
Conduct a reconnaissance.
Complete the plan.
Issue orders.
Supervise and refine.

15. Define ethics.

Rules or standards that guide individuals or groups to do the moral or right thing.

16. Define military ethics.

The principle of conduct governing an individual or the military as a group

17. Which Army Regulation gives NCOs the authority to give orders and expect to have them obeyed?

AR 600-20.

18. What is the foundation of a leader's character?

Professional beliefs, values, and ethics.

19. What are the four(4) actions that should be taken in assuming a new leadership position?

- a. Determine what is expected of your unit.
- b. Determine what is expected of you.
- c. Determine the strength and weakness of your subordinates.
- d. Determine what other key people whose will support is necessary to accomplish your job.

20. Define the term “proficiency” as it applies to military leadership.

The technical, tactical, and physical ability of the individual and the units.

21. Explain what a leader must **Be, Know, and Do**.

- a. A leader must **Be**:

Committed to the professional army ethics. Possess professional character traits.

- b. A leader must **Know**:

The four (4) factors of leadership and how they affect each other: **Yourself, Human nature, Your job, and Your unit.**

- c. A leader must **Do**:

Provide direction, Implement, Motivate.

22. What are beliefs?

Beliefs are assumptions or convictions that a person holds as true regarding things, concepts, or people.

23. What are values?

Values are ideas about the worth or importance of things concepts or people.

24. Describe selfless service.

Putting the needs and goals of the nation, the Army, your unit and your soldiers ahead of your personal needs and interest.

25. What are two (2) leadership skills that have an indirect, but powerful long-range impact on the motivation of your soldiers?

Teaching and counseling.

26. What are the four (4) soldierly values and what do they mean?

Candor - being frank, open, honest, and sincere with your soldiers.

Commitment - the dedication to carry out all unit missions and to serve the values of the unit, Army, and the country.

Competence - proficiency in required professional knowledge.

Courage - both physical and moral.

27. What are the leadership principles used for?

They are time-tested principles that provides leaders with a common understanding of those skill necessary to lead, motivate and inspire others.

28. What is the fundamentally and important organizational technique used by the Army?

The Chain of Command.

29. What is the danger of too little supervision?

It can lead to miscommunications, lack of coordination, disorganization, and perception by subordinates that the leader does not care.

30. What is the danger of too much supervision?

It stifles the initiative, breeds resentment, and lowers morale and motivation.

31. List the four (4) steps used by leaders to implement plans and goals.

Communication, coordination, supervision and evaluation.

32. List four (4) methods of reducing obstacles to communication.

- a. Sense what seniors, subordinates, and peers need to know do their job.
- b. Understand how stress affects communications.
- c. Teach and demand accurate reporting.
- d. Aim at your target before you shoot your message.
- e. Use several channels of communication and repeat important communications.
- f. Communicate to key subordinates leaders at one time.
- g. Ensure that all soldiers are completely informed on the mission.
- h. Ensure that all soldiers are completely informed on the mission.
- i. Ensure that accurate information flows laterally as well as up and down.
- j. Conduct a personal reconnaissance.

33. What types of benefits derive from effective feedback received from subordinates?

The leader can identify problems, learn the perception of subordinates and identify various units and personnel weaknesses.

34. A good leadership self-development program should include a combination of what types of activities?

Seek additional responsibility and tough, challenging jobs. Engage in self-duty of military history, technical and tactical publications, and correspondence courses. Take college courses related to the knowledge and skill requirements of your military specialty.

35. List the four (4) indicators of unit effectiveness and give a short definition of each.

Morale: A person's state of mind.

Espirit de Corps: Pride in unit, enthusiasm for the unit, and loyalty to the unit.

Discipline: Prompt obedience to orders and initiation of action in the absence of orders.

Proficiency: Unit's ability to accomplish the mission.

36. What is the purpose of performing self-evaluation?

- a. Identify your strength and weaknesses.
- b. Set goals.
- c. Develop plans to achieve goals.
- d. Evaluate progress toward the goals.

37. What does it mean to seek responsibility and take responsibility for your actions?

It means to take the initiative in the absence of orders and accept the responsibility for your actions.

38. What is meant by command?

Command is the authority a person in the military service lawfully exercises over subordinates by virtue of his rank and assignment or position.

39. What practical use can a leader make of the principles of leadership?

They are a common sense approach to accomplishing the mission and provide the basic tools to be an effective leader.

40. What does the decision-making process mean?

It is a conscious process for selecting a course of action from two or more alternatives for the purpose of achieving a desired result.

MILITARY VEHICLES

References: FM 55-30, FM 55-31

1. What maintenance responsibilities must the driver of a military vehicle perform?

Operator maintenance services as prescribed by the appropriate Operator's Manual.

2. Who is responsible for an unsecured tire that is stolen?

The driver.

3. Prior to backing any military vehicle, what should the driver do?

Have one person get out and act as ground guide.

4. When fire trucks, police cars, or other emergency vehicles come in the way of a military vehicle, what should be done?

The vehicle should be stopped at the side of the road and let the emergency vehicle pass since they have the right-of-way.

5. What is the first item on the "**Good Driver List**" posted in every military vehicle?

A good driver does not have accidents.

6. What is the maximum speed of all military vehicles?

The speed indicated on the vehicle instrument plate.

7. What must be done when leaving a vehicle unattended?

Turn off the engine, set the hand brake, and put the vehicle in "reverse gear or in "park" position if the vehicle is automatic, remove key, and lock the vehicle.

8. If a military vehicle is involved in an accident, what two (2) forms must an operator fill out?

- (1) Standard Form (SF) 91 (Operators Report of Motor Vehicle Accident).
- (2) Department of Defense (DD) Form 518 (Accident - Identification Card).

9. What three (3) inspections must an operator perform when operating a military vehicle?

Before operation, **during**, and **after** operation.

10. Who is responsible for your cargo from loading point to receipt at destination?

The operator.

11. What is DD Form 1970?

Motor Equipment Utilization Record.

12. What is DA Form 2404?

Equipment Inspection and Maintenance Worksheet.

13. What three (3) parts do all march columns have, regardless of size?

- (1) A head.
- (2) A main body.
- (3) A trail.

14. What three (3) types of column formations can be used in a convoy?

- (1) Close column.
- (2) Open column.
- (3) Infiltration.

15. What two (2) points must a convoy have?

Start and Release.

16. Who is responsible for the motor pool?

The company commander has overall responsibility for the unit motor pool whether in garrison or in the field.

17. Before vehicles are loaded with Class A or B ammunition, explosives, and other hazardous material they must be inspected by?

The shipper - the shipper uses DD Form 626, Motor Vehicle, Inspection.

18. What is DA Form 348?

Equipment Operators Qualification Record.

NBC

References: FM 3-3, FM 3-4, FM 3-5, FM 3-8, and FM 3-100.

1. What are the four (4) steps of masking?

- (1) Stop breathing.
- (2) Put on, clear, and check the mask.
- (3) Give the alarm.
- (4) Continue the mission.

2. Who gives the order to unmask?

The **immediate commander**.

3. What is the M58A1 kit used for?

Trainer's kit.

4. What is the M258A1 kit used for?

The M258A1 kit is used as a skin decontamination kit.

5. What is the last item to be removed before entering the shower in the Decon chamber?

M17 protective mask.

6. What do you use to decontaminate heavy equipment?

DS2 and STB.

7. What is the most expedient decontaminant for biological agents?

Sunlight.

8. What type of attack does the M8A1 alarm warn you of?

Chemical.

9. What are biological agents?

Living microorganisms that produce diseases in men, animals, or plants and/or cause deterioration of material.

10. How are chemical agents disseminated?

Liquids, gas, or solids.

11. If you suspect a biological attack, what vocal alarms should you give?

"GAS."

12. What is the first indication of a nuclear explosion?

Intense light, brighter than sunlight.

13. Who operates the survey meter?

Specially trained personnel.

14. What is nuclear warfare?

The use of nuclear weapons against men and material to produce casualties and cause destruction.

15. What is "FALL OUT"?

The falling out of radioactive dust particles from the nuclear cloud.

16. What causes the greatest damage from an air burst?

The heat and blast.

17. What part of the burst is the most deadly?

The blast.

18. Canned foods and covered water may be used after nuclear action under what circumstances?

After you wash the container thoroughly before opening.

19. What is the national policy regarding the use of biological weapons?

The use of biological agents is prohibited.

20. What are the three (3) basic routes which biological agents may take to enter the body?

The **respiratory tract**, a **break in the skin**, and the **digestive tract**.

21. What are the probable methods of delivering biological agents?

Aerial bomblets, aircraft spray, bomblets from missiles, covert sabotage, rockets, and vectors.

22. What are the first symptoms of a nerve agent?

Runny nose, tightness of the chest, difficult breathing, excessive sweating, drooling, nausea, vomiting, dimness of vision, pinpointing of the pupils of the eyes, convulsions, and death.

23. What are the symptoms of choking agents?

Coughing, choking, tightness of the chest, nausea, headache, and watering of the eyes.

24. What are the symptoms of a blood agent?

Convulsions, and coma.

25. What are the symptoms of a blister agent?

Searing of the eyes, stinging of the skin, and irritation of eyes and nose.

26. What is the most important element to an effective NBC defense system?

Command Emphasis. Without it, all others are likely to be neglected.

27. What is the best defense against nuclear attack?

To dig in.

28. Why are Radiac instruments required for the detection of nuclear radiation?

Because it cannot be detected by the physical senses.

29. How can casualties from biological attack be reduced?

By immunization, quarantine, rodent and pest control, proper care of cuts and wounds, and using only approved sources of food and drink.

30. The body possesses several defenses against biological agents. What are they?

Physical barriers, natural and acquired immunities.

31. How can personnel decontaminate themselves after a biological attack?

By showering with soap and hot water; germicidal soaps should be used if available. Clothing should be washed in hot soapy water.

32. Why is it necessary for individuals to adapt to wearing protective clothing and equipment for extended periods?

The amount of time required to put on the items during a chemical attack will usually be longer than the amount of time required to receive a casualty producing dose of an agent.

33. What is the first aid for nerve agents?

Injection of nerve agent antidote and artificial respiration.

34. How do you dispose of contaminated filters?

By burying them under several inches of soil or by other means established by the SOP.

35. What is the most effective means of informing soldiers of an NBC hazard or attack?

The spoken word (vocal alarm signal).

36. The vocal alarm for the arrival of radioactive fallout in a unit area is what?

"FALLOUT."

37. What is the M13 kit used for?

Limited decontamination of an individual and his clothing and equipment.

38. How is notification of the termination of a fallout condition given?

Vocally by the words "ALL CLEAR".

39. What do the letters **NBC** stand for?

Nuclear, Biological, Chemical.

40. What is the purpose of a chemical attack?

Chemical agents are used primarily to kill, injure, or incapacitate personnel.

41. Against what will the M17-Series masks not protect you?

Ammonia vapors and carbon monoxide

42. What is the first thing one does after masking?

Clear the mask.

43. How long must a soldier wait before giving himself the second nerve agent antidote injection?

10-15 minutes.

44. What is the first aid for White Phosphorous?

Smother the flame by submerging in water or by dousing the WP with water. Urine, a wet cloth, or mud can be used. Copper sulfate pads if available, can be wet and put over the burning WP.

45. Under what circumstances would you mask without orders?

When you see smoke from an unknown source is present; suspicious odors, liquid, or solid is present; you enter an area suspected of being contaminated; your position is hit by smoke, mists, aerial spray, bombs, artillery, or mortar fire.

46. What is the purpose of Nuclear, Biological and Chemical warfare?

The primary purpose of an NBC warfare is to produce casualties in man and animals and to hinder or deny the use of space, facilities or material.

47. How can chemical and biological agents enter the body?

Through your eyes, nose, mouth and skin.

48. What is the individual soldier's number one protective item of equipment against toxic chemical and biological agents?

The protective mask.

49. What is a NBC marker?

They are right-angled isosceles triangles with a base of approximately 11 1/2 inches and sides of about 8 inches. They designate a contaminated area.

50. What three (3) types of NBC warnings are there?

Verbal, metals banging, and arm signal.

51. What is the best protective or defensive action for biological agents?

Proper personal hygiene and sanitation.

52. Is the mask intended for use against a nuclear incident? Why or why not?

No. The filter elements would only clog with radioactive dust and cause an increased hazard. If worn during blast, the thermal effect would melt the rubber.

53. Define **MOPP**.

Mission Oriented Protective Posture: it is a flexible system of protection against chemical agents, which is used in chemical warfare to facilitate mission accomplishment.

54. How do you decontaminate for any liquid in the eyes in chemical warfare?

Stop breathing, turn head sideways, flush eyes and entire face with water, mask, do not use the individual skin decontamination kit on your eyes.

55. What is the standard arm and hand signal for NBC hazard?

After donning the protective mask, extend both arms horizontally sideways with fist doubled facing up - rapidly move fist to the head and back to horizontal; repeat.

56. What are the two (2) main types of blister agent gases?

Arsenical - causes burning pain on contact.

Non-arsenical - causes no pain immediately but will at a later time. (ex. mustard gas.)

57. What type of agent smells like new mown hay or green corn?

Choking agents.

58. If you suspect a liquid chemical agent in the area, what should you do?

Stop breathing, mask, and test suspected liquid with M8 detector paper without touching the substance with anything except paper.

59. What is the standard allowable time for an individual to put on his protective mask after the alarm is sounded?

Nine (9) seconds.

60. Name the five (5) types of NBC agents.

Biological, Blister, Blood, Choking, Nerve.

61. Name four (4) instances when you should mask without alarm or command.

- a. When under attack by aircraft spray.
- b. When smoke of unknown source is present.
- c. When an NBC attack is suspected.
- d. When a suspicious odor or liquid is present.

62. What is the standard arm and hand signal for nuclear warning?

Cover both eyes with the right hand to warn exposed troops to take cover before detonation of a nuclear weapon.

63. How do you decontaminate your body after an attack with biological agents?

Shower - using soap and hot water.

64. What are the four (4) different types of particles produced by radiation?

Alpha particles, beta particles, gamma rays, free neutrons

65. Which of the three (3) effects of a nuclear explosion has the most significance since it produces the most injuries?

The blast, because most of the injuries are caused by flying objects and individuals being hurled about by the high winds of the blast wave.

66. During a nuclear attack, you should always stay protected when not required to be in the open. Where are three (3) good places to go to seek protection?

Basements, underground shelters foxholes.

67. What is the first thing you would do if you find a person you suspect has been affected by a nerve agent?

Mask the individual, proceed with the atrophine treatment and try to evacuate him from the area.

68. What are the three (3) types of nuclear explosions?

Airburst - when the fireball does not touch the earth; **Surface burst** - when the fireball touches the surface of the earth; **Subsurface burst** - when the fireball is below the surface of the ground or water.

69. What are the hazards of a nuclear explosion?

Blast, heat, light and radiation.

70. In the field, what is considered the best defense against a nuclear attack?

A deep, covered fighting position.

71. If you are caught in the open during a nuclear attack, what actions should you take?

- a. Move no more than one step to seek cover behind whatever is available, ditch, gully, hill, etc.
- b. Fall flat on the ground, away from the explosion, cover exposed parts of the body as much as possible, close eyes.
- c. Keep hands and arms close to body and keep helmet on, if possible.
- d. Remain down until all blast has passed and debris has stopped falling.
- e. Stay calm, check for injury, check weapon and equipment for damage and prepare to continue the mission.

72. What are the symptoms of radiation sickness?

Nausea and vomiting, followed by a latent period when the individual feels normal. Incapacitating symptoms return after the latent period.

73. Name three (3) ways to decontaminate.

Removing, neutralizing, destroying.

74. When under an NBC attack, do you give the warning before or after you mask?

After.

75. What is the description of a **biological contamination marker**?

A **triangle** with a **blue background** with the word "**BIO**" written in **red letters**.

76. What is the description of a **chemical contamination marker**?

A **triangle** with a **yellow background** with the word "**GAS**" written in **red letters**.

77. What is the description of a **radiological contamination marker**?

A **triangle** with a **white background** with the word "**ATOM**" written in **black letters**.

78. Name the three (3) primary instruments used at the company level by monitoring/surveying team.

IM-93, AN PDR-27, IM-174.

79. Describe each of the five (5) MOPP levels.

BDO Boots Mask Gloves

| | | | | |
|---------------------|-----------|-----------|---------|-----------|
| MOPP Level 0 | Available | Available | Carried | Available |
| MOPP Level 2 | Worn | Carried | Carried | Carried |
| MOPP Level 3 | Worn | Worn | Carried | Carried |
| MOPP Level 4 | Worn | Worn | Worn | Carried |
| MOPP Level 5 | Worn | Worn | Worn | Worn |

SAEDA

Reference: AR 381-12

1. What is SAEDA and what does it stand for?

Subversion and Espionage Directed Against the US Army.

2. What does OPFOR mean?

Opposing Forces of the Enemy.

3. The primary target of the enemy espionage is?

An individual soldier.

4. You are on leave in another country and become aware of a SAEDA incident, what should you do?

Report it to the nearest US Embassy/Consulate or Military Attaché.

5. What do you do if you are in a local bar and you are approached by a foreign national who begins asking you questions about your unit's personnel, weapons, morale and officers?

Report the matter to the unit commander.

6. How often is SAEDA training of DA personnel required?

At least annually.

7. What is the goal of the SAEDA program?

To secure the assistance of every DA member in the deterrence of intelligence and terrorist threats to the Army.

SECURITY

References: AR 380-5, AR 380-13

1. Are destruction certificates required for SECRET material maintained within an accredited Sensitive Compartmented Information Facility?

No.

2. During what month will all TOP SECRET documents in the custody of DA be reviewed?

All classified holdings will be reviewed during the month of April.

3. May the annual systematic review of classified holdings ever be phased?

Yes, the annual systematic review of classified holdings may be phased for organizations, which hold a large volume of documents because of the time involved in reviewing such large amounts of documents.

4. When is a foreign travel briefing required?

This briefing is required when a person will travel to or through a communist controlled country or will attend an international or professional meeting where it can be anticipated that representatives of communist controlled countries will be in attendance.

5. What is the classification of a security container combination?

The classification of the highest level of classified information stored in the container. For example, a combination to a container which is used to store SECRET material would be classified SECRET.

6. Who should be granted access to the classified information processed or started in your work section?

Only those personnel who are properly cleared and have a need-to-know. Need-to-know means that the individual must have access to the information in order to accomplish his/her mission or to assist in mission accomplishment.

7. Who is your Security Manager?

Each unit and each staff section has a Security Manager to address questions and problems regarding proper security procedures. You should know who your Security Manager is and where he/she can be located.

8. Who is responsible for security?

Every individual is responsible for ensuring that proper security procedures are adhered to and enforced.

9. When do combinations to security containers have to be changed?

Once a year or whenever a person having knowledge of the combination is reassigned from the section or no longer has the need-to-know.

10. What activities are prohibited by AR 380-13?

Basically, this regulation prohibits the collection, processing, and storage of information on U.S. personnel and organizations that have no legitimate connection with DOD. Under certain circumstances, exceptions can be granted such as operations related to protection of U.S. Army personnel, functions, and property or operations related to civil disorder.

11. What are the restrictions imposed on U.S. intelligence agencies by Executive Order 12036?

- (1) Use of electronic surveillance directed against an U.S. citizen.
- (2) Use of surreptitious electronic or mechanical devices to continuously monitor any person within the U.S. or any U.S. person abroad.
- (3) Disallowed physical searches.
- (4) Mail surveillance except in accordance with applicable statutes and regulations.
- (5) Participation in any organization in the U.S. on behalf of any intelligence agency.
- (6) Collection, dissemination, or storage of information concerning the activities of U.S. persons that is not available publicly.
- (7) Obviously, there are exceptions to the above. However, permission must be obtained at high levels of the government and/or the DOD.

12. What forms will be displayed on security containers?

DA Form 727 and DA Form 672.

13. Why are AR 380-13 and the Executive Orders important?

They are designed to protect the right of U.S. citizens. Further, all U.S. Army units are subject to inspection for compliance by the IG. all members of INSCOM are required to be knowledgeable of the provisions of these directives.

14. What should you do if you detect a violation of AR 380-13 or the Executive Orders or if you are ordered to violate them?

Violations of AR 380-13 or the Executive Orders should be immediately reported, in detail to your supervisor, Security Manager, and/or Commander.

15. How often are INSCOM personnel required to be briefed on and read the provisions of AR 380-13 and the Executive orders?

INSCOM personnel must be briefed and read the provisions of AR 380-13 and Executive orders upon arrival to a new INSCOM duty station and annually thereafter.

16. What security classifications does the Army use?

CONFIDENTIAL, SECRET, and TOP SECRET.

17. What actions would you take if you discover a classified document in your work area unprotected?

Notify your immediate supervisor immediately.

18. Define custodian.

An individual who has possession or is otherwise charged with the responsibility for safeguarding or accounting for classified information.

19. Destruction of a TOP SECRET document is recorded on what DA Form?

DA Form 3964, Classified Document Accountability Record.

20. Who does the security education program include?

All personnel authorized or expected to be authorized access to classified information.

SURVIVAL, EVASION, AND ESCAPE

Reference: FM 21-76

1. What directional star would you use at night to travel if you were isolated in northern latitude?

The North Star.

2. What direction star group would you use at night to travel if you were isolated in southern latitude?

The Southern Cross.

3. What should you do to polluted water before drinking it?

Boil it, add charcoal from the fire to remove the odors and let it stand for 45 minutes before drinking.

4. What are the two (2) types of evasion and define each?

Short Range - Evasion that takes place in or near the forward combat zone when return to friendly control can be accomplished within a matter of hours or days. The evader has adequate food and clothing and is oriented as to direction, distance, and terrain.

Long Range - The evader must travel over completely foreign terrain for extended periods of time with little or no food or equipment.

5. If you are recaptured after an escape attempt during which a guard was killed, can you be prosecuted for murder?

Yes, under international law, such a killing by you as an escapee would be considered murder and you would be liable for trial and punishment.

6. Would it be appropriate for an evader to disguise himself in civilian clothing?

Yes, however, retain some type of military ID such as ID tags or ID card.

7. While hiding in a wooded area, you notice that the surrounding vegetation is unseasonably discolored. What would this indicate to you?

That the wooded area may be chemically contaminated.

8. What is a "**blood chit**"?

A small rayon American flag bearing an inscription in several languages that identifies the bearer as a member of the U.S. military forces and promises a reward for that person's return to U.S. control.

9. What are the advantages of early escape?

Closer to friendly lines.
Better directional orientation.
Knowledge of friendly forces location.
You are in better physical condition.
Your guards are not trained prison guards.

10. What is a good way to make your captors give you a bath and allow you to wash your clothes?

Tell your guards you have lice. Whether it's true or not, their fear of an outbreak of louse borne disease among the civilian population may prompt them to allow it.

11. While being interrogated, should you look the interrogator directly in the eye?

No, this may reveal information without a direct answer. Pick out a spot between the interrogator's eyes or on his forehead and concentrate on it.

12. While attempting to return to your lines, you should collect as much information on enemy forces as possible. Should you write all this intelligence information down on paper? Why or why not?

No, if captured, this information could convict you of espionage. You should memorize as much information as you can.

13. What three (3) ways does an enemy use to indoctrinate you while you are a prisoner?

Repetition, harassment, and humiliation.

14. At what time does Article 29, IV Hague Convention, state that a soldier can be considered a spy?

Only when acting clandestinely he tries to obtain information about the enemy's area of operations with the intention of communicating it to or returning with the information to his parent organization.

15. What basic rules of travel should the evader remember?

Avoid major roads and populated areas. Travel at night whenever possible and take your time.

16. What is your greatest need in a survival situation?

Water.

17. How much water does the body require even in cold weather?

Two (2) quarts a day.

18. Can you tell a poisonous snake from a harmless one by the shape of its head? Why or why not?

No, because not all-poisonous snakes have triangular or lance shaped heads.

19. Is it possible for you to encounter a poisonous snake in Germany? If so, what kind?

Yes, Europe has eight species of Viper, some of which are very aggressive and savage. Death can be caused from a bite from any of them.

20. Survival time is increased or decreased according to your ability to build a fire. What is the importance of this?

Fire is needed for warmth, keeping dry, signaling, cooking, and purifying water by boiling.

21. What is the first defense against disease germs in maintaining your health and hygiene?

Body cleanliness.

22. What are the symptoms of severe dehydration?

Dizziness
Headache
Difficulty in breathing
Tingling in the arms and legs
Dry mouth
Speech indistinct
Body turning bluish color
Inability to walk

23. When you become separated from your unit in enemy territory, what are the three major problems?

Evading the enemy.
Survival.
Returning to friendly territory.

24. What is survival?

Living through a period of hardship, while evading capture or while a prisoner of war.

25. What is evasion?

Action taken while separated from your unit to avoid capture and rejoin you or friendly forces.

26. When captured, when should you attempt to escape?

As soon as possible.

27. Why should a soldier risk his/her life attempting to escape?

Duty as a soldier, contribution to war efforts, escape attempts require additional enemy personnel.

28. What is brainwashing?

A calculated attempt to distort an individual's convictions and principles by means of well planned educational process.

29. What is the first requirement for a successful escape?

A well thought out plan.

30. What is the most important aid to survival?

The will to survive.

31. Officers and enlisted members are segregated in POW camps for what reason?

To prevent organizing.

32. Name three types of meat that you might find in the wild.

Small animals such as rabbits and squirrels; birds, fish, and reptiles such as frogs, snakes, lizards and turtles.

33. Where would you put a snare to trap small animals?

Look for tracks or trails and build the trap near that area.

34. If separated from you unit, you have a choice to do what?

- (1) Continue the mission, if you have the capability.
- (2) Defending your present position.
- (3) Breakout or evasion.

35. What do the letters of the key word **SURVIVAL** mean?

- S** - Size up the situation.
- U** - Undue haste makes waste.
- R** - Remember where you are.
- V** - Vanquish fears and panics.
- I** - Improvise.
- V** - value living.
- A** - Act like a native.
- L** - Learn basic skills.

36. What is escape?

Action taken to get away from enemy forces if captured.

UNIFORM AND APPEARANCE

Reference: AR 670-1

1. How are service stripes worn on the uniform?

On the left sleeve, centered four inches up from the edge of the sleeve.

2. How are overseas bars worn on the uniform?

On the right sleeve, centered four inches up from the edge of the sleeve.

3. When wearing the beret, how many inches above the eyebrow should the headband be?

1 inch.

4. Full size decorations and service medals may be worn on what uniforms?

Army blue, white and green dress uniforms.

5. What are the four categories of badges that are worn on the Army uniform?

Marksmanship badges and tabs.
Combat and special skill badges and tabs.
Identification badges.
Foreign badges.

6. How many marksmanship badges are authorized for wear at any one time?

Three (3).

7. How high above the camouflage band will the rank be sewn on the camouflage cover?

Rank will be sewn on 2 1/2 inches above the bottom rim.

8. What is the rule for the placement of enlisted soldier's brass on their uniform?

US is Always Right.

9. What is the proper distance for the shoulder patch from the seam of the shoulder?

1/2 inch.

10. How many years does one service stripe represent?

Three years.

11. What jewelry may be worn while in uniform?

A watch, medical I.D. bracelet, two rings (wedding set counts as one ring), a religious medallion on a chain provided the chain is concealed, and female soldiers may wear gold, silver, or pearl post earrings, 6mm or 1/4 inch in diameter when in the Army Classic, Dress Blue and Mess Dress Uniform.

12. When is headgear not required to be worn outdoors?

- a. When it would interfere with the safe operation of a military vehicle.
- b. In a privately owned or commercial vehicle.
- c. When female personnel are wearing the Army white or blue uniform to an evening social event.
- d. When female personnel are wearing the Army mess or evening dress uniform.

13. When is wear of the Army uniform prohibited for all Army personnel?

- a. In connection with the promotion of any political or commercial interest or when engaged in off-duty civilian employment.
- b. When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, unless authorized by competent authority.
- c. When wearing the uniform would bring discredit upon the US Army.
- d. When specifically prohibited by Army Regulation.

14. When must ID tags (dog tags) be worn?

- a. During field training.
- b. At all times while in military uniform.
- c. While traveling on a civilian or military aircraft.
- d. When traveling outside the United States.

15. On what uniform will the subdued insignia be worn?

On all work, field, and utility uniforms.

16. The bright brass pin-on insignia of rank is authorized for wear on what uniforms for enlisted personnel?

- a. The AG 415 (Class A & B) Green shirt.
- b. Hospital duty uniform.
- c. Food service uniform.
- d. Black all weather coat and windbreaker.
- e. The AG 415 maternity shirt.

17. In what military situation would the wearing of the windbreaker not be authorized?

In formation, unless authorized by the local commander.

18. Can commercial rucksacks, gym bags, or other like articles be worn over the shoulder while in uniform?

No. They have to be carried, except when riding a bicycle or motorcycle.

WEAPONS

Claymore Mine

References: FM 20-30, FM 23-23

1. Describe the claymore mine.

The M18A1 Claymore Mine is contained in a curved rectangular, olive drab, molded fiberglass case that is 8.5 inches long, 1.38 inches high, and weighs 3.5 pounds.

2. Inside the front case is a fragmentation face containing how many steel balls?

700 steel balls.

3. What is the matrix of the claymore mine?

The matrix is the plastic in which the steel balls are contained.

4. How much and what kind of explosive is used in the claymore?

The claymore mine contains a 1.5 pound layer of composition C4 explosive.

5. The M18A1 claymore mine is used primarily for what purpose?

It is used for the defense of bivouac areas, outposts, and against infiltration.

6. How is the claymore mine detonated?

It can be detonated by electrical or non-electrical means?

7. How may the claymore mine be employed?

It can be employed on the approach, forward edges, flanks and rear edges of protective mine fields as close-in protection against mass enemy attack.

Hand Grenades

Reference: FM 23-30

1. What is a hand grenade?

A hand grenade is a small, hand-held, short-range weapon that is designed for projection to a target by means of throwing.

2. In what six (6) areas can the hand grenade assist the individual soldier in the accomplishment of the mission?

Producing casualties, signaling, screening, illumination, producing incendiary effects, riot control.

3. What are the three (3) characteristics of all hand grenades?

- a. Relatively short range in comparison to other weapons.
- b. Small effective casualty radius.
- c. Incorporates a delay element to permit safe throwing.

4. What are the four (4) general types of hand grenades?

Fragmentation, Chemical/Smoke, Riot Control, Special Purpose.

5. What are the three (3) types of special purpose hand grenades?

Incendiary, Concussion, Practice.

6. What are the three (3) main parts of a hand grenade?

Body, Filler, Fuse Assembly.

7. What does an offensive grenade mean?

A special purpose grenade, usually a concussion type, used for short range areas.

8. What type and color grenade would you use to hide your movement?

The AN-H8 HE white smoke hand grenade.

9. What is a thermate grenade?

A thermate grenade burns for 40 seconds at a temperature of 4000 degrees and will burn through 1/2 inch homogeneous steel plate.

M16A1 Rifle

1. Describe the M16A1 rifle.

It is a 5.56mm, magazine fed, gas operated, air-cooled, shoulder fired weapon, that can be fired semi-automatically or fully automatically.

2. What is the muzzle velocity of the M16A1 rifle?

3,250 feet per second.

3. What is maximum effective range of the M16A1 rifle?

460 meters

4. What is the maximum range of the M16A1 rifle?

2,653 meters.

5. What types of rounds can be used with the M16A1 rifle?

Ball, tracer, dummy, and blank.

6. When does the bolt of the M16A1 automatically lock in the open position?

After the last round has been fired.

7. Which sight is moved to adjust for windage on the M16A1 rifle?

The rear sight.

8. Which sight is moved to adjust for elevation on the M16A1?

The front sight.

9. What is the first step in clearing the M16A1 rifle?

Attempt to put the weapon on safe.

10. What does **SPORTS** stand for?

Slap, **P**ull, **O**bserve, **R**elease, **T**ap and **S**queeze.

M16A2 Rifle

1. What are the major differences between the M16A1 and M16A2 rifle?

Heavier barrel, square front sight post, rear sight adjustment and elevation knob, round handguards, selector switch, pistol grip, and 5/8 inch butt pad.

2. What is different about the M16A2 selector switch?

The M16A2 selector switch has Burst, Semi and Safe and the M16A1 has Auto, Semi, and Safe.

3. What is the maximum effective range of the M16A2 rifle?

550 meters for point targets
800 meters for area targets.

4. What is the maximum range of the M16A2 rifle?

3,534 meters.

5. What is battlesight zero on the M16A2 rifle?

300 meters.

6. When the M16A2 rifle is set on Burst what will happen?

A three round burst is fired when the trigger is squeezed.

7. Is a brass deflector needed for M16A2 left-handed firers?

No. The brass deflector is on the rear of the ejection port.

M-9 Pistol

FM 23-35

1. Describe the M-9 Pistol.

9mm semiautomatic, magazine-fed, recoil operated, double action weapon. The magazine has a 15 round capacity.

2. What is the M-9s weight w/loaded magazine?

2.6lbs

3. What is the maximum effective range of the M-9?

50 meters.

4. What is the maximum range of the M-9?

1800 meters.

5. What are the elements of combat pistol marksmanship?

| | |
|----------------|-------------------|
| Grip | Trigger squeeze |
| Aiming | Target engagement |
| Breath control | Positions |

6. For qualification on the "Combat Pistol Qualification Course", how many targets are exposed and how many rounds of ammunition are issued?

30 Targets and 40 Rounds.

M60 Machine Gun

Reference: FM23-67

1. What is the main field manual for the use of the M60 Machine Gun?

The FM 23-67.

2. What are the rates of fire for the M60?

Sustained - 100 RPM, **Rapid** - 200 RPM, **Cyclic** - 550 RPM.

3. How often should the barrel be changed on the M60?

Sustained - every 10 minutes, **Rapid** - every 2 minutes, **Cyclic** - every minute.

4. In what situation is the M60 placed on a tripod?

In the defensive role.

5. What is the maximum effective range of the M60?

1100 meters or as far as the gunner can see to effectively engage the target.

6. What are the eight (8) major groups of the M60?

Barrel, Trigger Mechanism, Stock, Forearm Assembly, Feed Tray, Buffer and Operating Rod, Bolt and Receiver.

7. Describe the M60 Machine Gun (MG).

It is an air cooled, gas operated, belt-fed, automatic weapon, fired from the open bolt position. Fixed head space enables rapid changing of barrels.

8. What is the role of the M60 MG?

The 7.62 MM M60 Machine Gun supports the riflemen in both offense and defense. It provides the heavy volume of close and continuous fire he needs to accomplish his mission. It can engage targets beyond the capability of the individual weapons, with controlled and accurate fire. The long-range, close defensive and final protective fires delivered by the M60 from an integral part of a unit's defensive fires.

9. What is the weight of the M60 MG?

It is approximately 10.4 KG (23 lbs).

10. What is the length of the M60 MG

It is 110.5CM (43.5 in).

11. What is the weight of the tripod mount M122 with traversing and elevating mechanism old pintle assembly?

It is 8.5 KG (19.5 lbs) approx., with new pintle assembly 7.6 KG (17.5lbs) approx.

12. What is tracer burnout for the M60 MG?

900 meters or more.

13. What types of ammunition are available for the M60 MG?

The 7.62mm Ball, tracer, armor-piercing, blank, and dummy. Ammunition is packed in 100 round bandoleers each weighting approximately 2.9 KG (6.5 lbs).

14. What is the maximum range of the M60 MG?

3,725 meters.

15. What is the maximum extent of grazing fire obtainable over level or uniformly sloping terrain?

600 meters.

16. What is the maximum range at which a .5 probability of hit is achievable when firing a 6 to 9 round burst?

- | | |
|------------------------------------|--------------|
| (1) Moving point target, bipod: | 200 meters |
| (2) Point target, bipod or tripod: | 600 meters |
| (3) Area target, bipod: | 800 meters |
| (4) Area target, tripod: | 1,100 meters |

17. In general disassembly the eight major groups of the M60 are?

- (1) Barrel.
- (2) Trigger-Mechanism group.
- (3) Stock group.
- (4) Forearm assembly group.
- (5) Cover, Feed Tray, and Hanger group.
- (6) Buffer and Operating-Rod group.
- (7) Bolt group.
- (8) Receiver group.

18. What is the on-crew load of ammunition?

600 to 900 rounds (Basic load is designated by Commander)

19. You are the gunner on a M60 MG and your M60 fails to fire. What would the probable causes be?

Faulty ammunition, broken or damaged firing pin, firing pin spring, defective trigger, or broken or deformed sear plunger and/or spring.

20. What are the recommended actions for a runaway gun?

- (1) The gunner holds the gun on target and fires the remaining ammunition.
- (2) The assistant gunner stops the gun from firing by breaking the belt (twist quickly in either direction).
- (3) When the gun has stopped firing, the gunner checks it to find the cause of the malfunction.

21. Function check must be made to insure that the M60 is correctly assembled. What is the proper function check for the M60?

Place the safety on FIRE. Pull the cocking handle to the rear, cocking the M60; CLOSE THE COVER; PLACE THE SAFETY ON SAFE AND PULL THE TRIGGER (should not fire); place the safety on FIRE and pull the trigger WHILE HOLDING the cocking handle to allow the bolt the EASE forward. Move safety to SAFE.

22. The gun and mount will be destroyed only on the authority of the unit commander, in accordance with orders or policy. What steps should you take and in what order should the destruction be?

- (1) Bolt.
- (2) Buffer and operating-rod group.
- (3) Barrels.
- (4) Sights, rear and front.
- (5) Mounts.

23. What is grazing fire?

Grazing fire is when the center of the cone of fire does not rise more than 1 meter above the ground. When firing over level or uniformly sloping terrain, a maximum of 600 meters of grazing fire can be obtained.

24. What is the most desirable class of fire in respect to the target?

Enfilade Fire

25. How many classes of fire are there with respect to the ground, the target and the gun and what are the classes of fire?

- Twelve:**
- (1) Grazing fire.
 - (2) Plunging fire.
 - (3) Frontal fire.
 - (4) Flanking fire.
 - (5) Oblique fire.
 - (6) Enfilade fire.
 - (7) Fixed fire.
 - (8) Traversing fire.
 - (9) Searching fire.
 - (10) Traversing and Searching fire.
 - (11) Swinging Traverse fire.
 - (12) Free gun fire.

26. What are the five (5) most common methods of fire control for the M60?

- (1) Oral.
- (2) Arm-and-Hand signals.
- (3) Prearranged signals.
- (4) Personal contact.
- (5) Standing Operating Procedures.

TOW

1. What does **TOW** stand for?

Tube launched, **O**ptically tracked, **W**ire command link guided missile.

2. What is the maximum effective range and the minimum range of the TOW?

The maximum range is 3750 meters.

3. What is the TOW missile's time of flight to its maximum range?

22 seconds.

M203 Grenade Launcher

Reference: FM 23-31

1. What is the description of the M203 Grenade Launcher?

The M203 Grenade Launcher is a light weight, breach loaded, pump action barrel, single shot; shoulder fired weapon attached to the M16A1 or M16A2 Rifle.

2. What is the weight of the M203?

3.0 lbs unattached.
11 lbs loaded including the M16A1.

3. What is the maximum effective range of the M203?

Area Target 350 meters
Point Target 150 meters

4. What size ammunition does the M203 use?

The ammunition used in the M203 is a 40mm round weighing 8.0 oz with a length of 3.9 in.

5. What are the four major components that make up the M203?

Quadrant sight assembly, Barrel assembly, Receiver assembly, Handguard and leaf sight assembly.

6. What three assemblies are you authorized to remove in disassembly of the M203?

Quadrant sight assembly, Barrel assembly, Handguard and leaf sight assembly.

7. How must you maintain the M203 in varying climates?

Arctic Weather - Keep weapons free of moisture and lubricate with CLP.

Desert (hot and dry) - Clean daily, keep free of dirt and sand and lubricate frequently with a very light coat of CLP.

Jungle (humid/salt air) - Keep weapon free of moisture and rust and lubricate frequently with a heavy coat of CLP.

Normal - Keep weapon cleaned and oiled at all times using light coats of CLP.

8. What is the maximum range of the M203?

400 meters.

9. What does LSA mean?

Lubricant, Semifluid Automatic.

10. What do the letters LAW mean in reference to weapons cleaning?

Lubricant, Arctic Weather.

11. How do you clear the M203 and put it on safe?

- (1) Try to place the weapon on safe.
- (2) Depress barrel latch and slide barrel forward.
- (3) Inspect breach end of barrel.
- (4) Close barrel.
- (5) Place safety on safe.

12. How do you load the M203?

- (1) Try to place the M203 and the M16A1 or M16A2 on safe.
- (2) Depress barrel latch and slide barrel forward.
- (3) Insert 40mm round or casing into breach end of barrel.
- (4) Close the barrel.
- (5) Place M203 on safe.

13. How do you unload the M203?

- (1) Check to see if M203 is on safe.
- (2) Depress barrel latch and slide barrel forward.
- (3) Catch 40mm round as it leaves the barrel. Do not drop 40mm round.
- (4) Close the barrel.
- (5) Place the M203 on safe.

14. What are the four steps for immediate action for the M203?

- (1) Wait 30 seconds with weapon pointed at target.
- (2) Unload the weapon.
- (3) Reload the weapon with a new round.
- (4) Attempt to fire.

15. What types of ammunition can be fired from the M203?

Training Practice, High Explosive, Dual Purpose, Chemical, Smoke, Bounding, Fragmentation, Multiple Projectile or Buck Shot, White Star, Parachute

16. What are the six (6) common malfunctions of the M203 and corrective actions for each?

- (1) Failure to fire - Place on fire.
- (2) Failure to cock - Turn in to armorer.
- (3) Failure to lock - Clean with armorer supervision.
- (4) Failure to chamber - Clean the weapon.
- (5) Failure to extract - Tap out with cleaning rod.

Squad Automatic Weapon (SAW)

1. What is the rapid rate of fire for the SAW?

200 RPM.

2. What is the length of the SAW?

40.87 inches.

3. What are the two classes of fire with respect to the ground?

Grazing/Plunging

4. Moving the windage knob one click at a range of 10 meters moves the strike of the round how many centimeters?

.5 cm

5. What is a **P.D.F.**?

Product **D**irection of **F**ire.

6. What FM covers the SAW?

FM 23-14

7. What is the only lubricant used on the SAW?

CLP.

8. What is the cyclic rate of fire for the SAW?

850 RPM.

9. What is the sustained rate of fire for the SAW?

85 RPM.

10. If the SAW stops firing immediate action should be taken within how many seconds?

10 seconds

11. If a stoppage occurs with a hot weapon how many minutes should you wait for the weapon to cool?

15 minutes.

12. What is the maximum score a gunner can receive on qualification?
106 hits
13. What operator's manual covers the operators maintenance of the SAW?
TM 9-1005-201-10
14. The SAW has a maximum range of how many meters?
3600
15. What is the path of the bullet in flight called?
Trajectory
16. What is the basic load for the gunner?
600 rounds
17. When is a 30 round magazine used?
In emergency situations only.
18. What are the two more common malfunctions of the SAW?
Sluggish operation and uncontrolled fire (runaway gun).
19. Moving the windage knob forward moves the strike of the round which direction?
Right.
20. Rotating the peep sight clockwise moves the strike of the round which direction?
Down.
21. Large shot groups are usually caused by what?
Incorrect position and grip.
22. What is Immediate Action?
Action taken to reduce a malfunction or stoppage without looking for the cause.
23. What is the difference between immediate action and remedial action?
Immediate action you don't look for the cause & remedial you do.
24. What is the purpose of fire commands?
To deliver effective fire on a target quickly & without confusion.

25. How many rounds do you fire in a burst?

5 to 7 FM 3-5 when field zeroing.

Communications

TM 11-668, FM 24-18, and FM 21-75

1. Is the PRC 77 an AM or FM set?

It is a FM or frequency modulation set.

2. What are the two (2) different path radio waves travel?

Ground wave and Sky wave.

3. What does the term "Line of Sight" means when used with radio wave transmissions?

It means straight or direct from the transmitting antenna to the receiving antenna.

4. Name three (3) conventional military antennas

Whip
Loop
Long wire
Vertical half-rhombic
Directional half-rhombic
Ground plane
OE 254

5. Name three (3) field expedient antennas.

Center fed doublet
End fed half-wave
V antenna
Jungle 292
Patrol antenna

6. Name three (3) types of jamming you may encounter.

Random noise
Stepped tones
Gulls
Spark
Wobbler
Tone
Pulse

7. What is the planning range for the PRC 77?

5-8 Kilometers.

8. What is the weight of the PRC 77?

24.7 lbs w/batteries.

9. When describing line laying techniques what are the two (2) types?

Surface and overhead.

10. What does the acronym M1J1 stand for?

Meaconing, Intrusion, Jamming, and Interference.

11. What secure device is used with the PRC 77 radio?

The KY-57.

FIRE SUPPORT

1. Name three target location methods

Polar, Grid, Shift from a Known Point

2. What is a terrain sketch?

A rough, panoramic drawing of the terrain in the observer's area of responsibility. It is prepared by the observer, and is passed from observer to observer as personnel or responsible units change.

3. How far apart are the radial lines on an OF fan?

100 mils

4. In order, what are the six elements of the call for fire?

Observer Identification
Warning Order
Target Location
Target Description
Method of Engagement
Method of Fire and Control

5. Observer-target direction is sent to the nearest _____ mils.

10 mils

6. What are the four techniques for adjusting indirect fire?

Successive Bracketing
Hasty Bracketing
Creeping Fire
One-round (Bold) Adjustment

7. Using the successive bracketing method of indirect fire adjustment, when do you call for Fire for Effect (FFE)?

When the 100-meter bracket is split

8. What does the acronym RALS stand for and what is it used for?

Right Add - Left Subtract. Used to determine direction and deviation corrections.

9. When using a lensatic or M2 compass, the observer should move as least _____ meters from vehicles to avoid an incorrect reading.

50 meters

10. In a Grid fire mission, direction is sent _____.

Before or with the first correction.

11. Danger Close for artillery and mortars is _____.
- 600 meters
12. What method of adjustment is used to establish an FPF?
- Creeping Fire.
13. What is the speed of sound?
- 350 meters per second.
14. True or False: The two requirements for a Polar Plot fire mission are the target grid and a known point.
- False.
15. Using the Shift from a Known Point method of target location, what must be known to both the observer and the FDC?
- The location of the Known Point.
16. The accuracy of computing a lateral shift decreases after _____ mils.
- 600 mils.
17. When using the Polar Plot method of target location, what must be known to both the observer and FDC?
- The observer's location.
18. True or False: The observer reports his location to the FDC before fire missions are conducted.
- True.
19. True or False: In a Grid fire mission, the term "Grid" is announced to the FDC in the warning order.
- False.
20. Name three methods to determine distance.
- Flash-to-Bang
Estimation
Laser
21. The observer may specify how to attack targets. Where is this announced in the call for fire?
- Method of Engagement.

22. After the fire mission is accepted and processed by the FDC, what is announced to the observer?

Message to Observer.

23. The minimum deviation correction is _____.

Right or Left 30 meters.

24. Adjustment of fire by Creeping Fire is used with what method of engagement?

Danger Close.

25. The Warning Order consists of mission type, size of element to Fire for Effect, and _____?

Method of Target Location.

This study guide will be updated on a regular basis. Any input from the soldiers of the 172nd Separate Infantry Brigade and U.S. Army, Alaska is welcome. If you have suggestions for future revisions, please put them in writing and mail to: DPTSM, USARAK, APVR-RPTM, ATTN: SGM, Fort Richardson, Alaska 99505-6300.